Countering Violent Extremism (CVE) Grant Program (EMW-2016-CA-00158)

Federal Financial Report

&

Performance Progress Report

Quarter Ending: Sep 2017



Federal Emergency Management Agency Payment And Reporting System (PARS)



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FEDERAL FINANCIAL REPORT

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PERFORMANCE PROGRESS REPORT SF-PPR

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| 1.Federal Agency and Organiz Which Report is Submitted | zation Element to | | al Grant or Other Identify Assigned by Federal Ag | | 3a. DUNS Nur 045761095 | |
| DHS-Countering Violent Ex Program (CVE) | tremism Grant ₩ | | 116-CA-00158 | | 3b. EIN 746001164 | |
| 4. Recipient Organization (Na | me and complete ac | dress incl | uding zip code) | | | lentifying Number |
| City of Houston, Mayor's Of 900 Bagby, 2nd Floor Houston, TX 77002 | fice of Public Safe | ety and Ho | omeland Security | | or Account Nu 50000026-20 | |
| 6. Project/Grant Period | | | 7. Reporting Period E | nd Date | 8. Final Repor | t? 🖸 Yes © No |
| Start Date: (Month, Day, Year) | End Date: (Month, D | Day, Year) | (Month, Day, Year) | | 9. Report Fred ☐ annual ☑ quarterly | |
| 08/01/2017 | 07/31/2019 | | 09/30/2017 | | (If other, desc | |
| 10. Performance Narrative (attach performance narrative as instructed by the awarding Federal Agency) | | | | | | |
| During this quarter, the City of Houston officially accepted the FY2016 Countering Violent Extremism Award via Council Ordinance on July 26, 2017. The City of Houston took initial steps to form the Steering Committee, developed a scope of work for a contractor, and began the procurement process. All staff supporting this project were engaged in emergency response operations for Hurricane Harvey, and no significant progress was made on this project during that response period. Additional detail is provided in the Project Implementation and Evaluation Plan (see attachment). | | | | | | |
| 11. Other Attachments (attach other documents as needed or as instructed by the awarding Federal Agency) | | | | | | |
| 11. Other Attachments (attach other documents as needed or as instructed by the awarding Federal Agency) 12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents. | | | | | | |
| 12a. Typed or Printed Name and Title of Authorized Certifying Official 12c. Telephone (area code, number and extension) | | | | | | |
| Dennis J. Storemski | | | 3_ | 332-393-0 | 0975 | |
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OCP Project Implementation & Evaluation Plan

document when crafting your plan. Draft, in the box below, the overarching goal statement for the project. Following completion of the PIEP, each outcome in the PIEP, create an Implementation Plan table and an Evaluation Plan table. Please use the definitions provided in the PIEP guidance You should modify the Project Implementation & Evaluation Plan template to the number of outcomes your specific project requires. For each grantee is expected to complete the Risk Assessment & Mitigation Plan in Appendix A.

In the Implementation Plan table:

- Type each activity in a separate row; add as many rows as needed.
- Arrange activity rows chronologically by the start date of the activity.
- This PIEP should span both years of performance under this grant program.

In the Evaluation Plan table:

- Type each outcome indicator in a separate row.
- Include indicators that will help measure the impact resulting from the project; it is not necessary to have more than one indicator if that indicator sufficiently measures impact.
- Identify and/or design data collection methods to be used to obtain the data that will be reported on quarterly.
- Ensure attention to collection of data that can be broken down by sex and age of project participants or beneficiaries.

NOTE: Data collection methods should be specific and timebound. Any expenses incurred from the collection of data must come from the grant already awarded. No additional funds will be made available for evaluation by DHS OCP.

| Organization Name | City of Houston, Mayor's Office of Public Safety and Homeland Security |
|---------------------------------|---|
| Project Title | Houston Countering Violent Extremism (CVE) Training and Engagement Initiative |
| Grant Number | EMW-2016-CA-00158 |
| Grant Implementation Period: | August 1, 2017 – July 31, 2018 |
| Reporting Period: | Quarterly Report – July 1, 2017 – September 30, 2017 |

The primary goal of the Houston CVE Training and Engagement Initiative is to develop a program that targets parents and youth and addresses violent extremism internally within the community. To achieve this goal the Houston Regional CVE Steering Committee must accomplish the following objectives:

Project Goal Statement

Establish a cadre of culturally competent trained community educators/facilitators to support CVE workshops for parents and youth.

Increase parental engagement and understanding of radicalization, risk factors, and available social resources through community-based Empowered Parents workshops. Increase youth understanding and engagement through the Three Cities program, involving facilitated dialogue, scenario discussions, and critical thinking challenges.

Target Population

Per the application, the target audience for this initiative is the more than 810,000 youth of the Greater Houston region and nearly 1.5 million family households. The Houston Regional CVE Steering Committee will further refine the target population and demographics, as appropriate.

OUTCOME 1: Increase capacitation of the Houston CVE Training and Engagement initiative by building a sustainable approach to training implementation and program socialization.

Mid-Term Outcome 1.1: Increase Houston's regional capacity to counter violent extremism through the development of training tools, curricula, and guides.

Mid-Term Outcome 1.3: Enhance program sustainability through the development of a train-the-trainer program, with appropriate vetting Mid-Term Outcome 1.2: Build community support for the program through all types of media via a structured communications strategy. and certification.

OUTCOME 1 IMPLEMENTATION PLAN

| Activity | Inputs/Resources | Time Frame | Anticipated Outputs | Progress Reporting (Complete for Progress Report Only) |
|--|---|--|---|---|
| Complete procurement/vendor selection ¹ | Scope of work; compliance with local, state, and federal procurement guidelines | August 1, 2017 – October 30, 2017 | Executed contract with selected vendor | Developed Scope of Work and Request for Qualifications. |
| Convene Houston Regional CVE Steering Committee ² | Staff and vendor support, partner time and effort, supplies | August 1, 2017 – July 31, 2018 | Meeting minutes and sign-in sheets; product reviews and feedback | Initial outreach made to Steering Committee members |
| Develop Curricula and Videos | Staff and vendor support; research and development, adapted workshop material from existing frameworks, new, scenariobased content from Orlando, San Bernardino, and Charleston (or other attack sites, as appropriate), supplies | November 1, 2017 - June 30, 2018 | Empowered Parents Curriculum; Three Cities Curriculum; Resource Guides; videos and media support | No progress as of this report. |

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¹ This task is relevant to all project outcomes, but it is the first step in project implementation.

² This task is ongoing throughout the performance period of this grant as well as beyond for program sustainment.

| Activity | Inputs/Resources | Time Frame | Anticipated Outputs | Progress Reporting (Complete for Progress Report Only) |
|--|--|--|---|--|
| Identify an approach for outreach to promote the program in the Greater Houston Region. | Staff and vendor support, technology, Steering Committee time and effort, media support/time | January 1, 2018 – June 30, 2018 | Communications/media plan; program branding, media package | No progress as of this report. |
| Recruit potential trainers/facilitators through Steering Committee agencies and other partners | Staff and vendor support, technology, Steering Committee time and effort | January 1, 2018 – June 30, 2018 | List of contact information for potential trainers | No progress as of this report. |
| Identify and vet trainers | Staff and vendor support, supplies, volunteers, technology | January 1, 2018 – Ongoing | Roster of trained trainers for the Initiative | No progress as of this report. |
| Maintain certified trainer list | Staff support, time | January 1, 2018 – Ongoing | Roster of trained trainers for the Initiative | No progress as of this report. |

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| OUTCOME 1 EVALUATION FLAN | | |
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| Outcome Indicator(s) | Data Collection Method and Timeframe | Evaluation Results (Complete for Progress Report Only) |
| % of potential vetted trainers who have completed the train-the-trainer program and are certified to conduct youth or parent programs (or both) | Course rosters and certification lists; January 1, 2018 – July 31, 2018 | TBD |
| % of certified trainers who have effectively conducted at least 1 training event to positive reviews | Training course data and evaluations; January 1, 2018 – July 31, 2018 | TBD |
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OUTCOME 2: Increase community engagement and resource awareness to counter violent extremism through participation in scenariodriven workshops and events and resource awareness.

Mid-Term Outcome 2.1: Increase public engagement through implementation of comprehensive communications plan Mid-Term Outcome 2.2: Increase access and knowledge of support resources and services to parents with at-risk youth Mid-Term Outcome 2.3: Enhance educational opportunities for youth specific to countering violent extremism in the Houston Urban Area

OUTCOME 2 IMPLEMENTATION PLAN

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|--|--|---|---|--|
| Activity | Inputs/Resources | Time Frame | Anticipated Outputs | Progress Reporting (Complete for Progress Report Only) |
| Identify engagement opportunities through existing youth and parent programs and partnerships. | Staff and vendor support, technology, Steering Committee | January 1, 2018 – June 30, 2018 | Engagement roster of agencies and groups | No progress as of this report. |
| Conduct pilot workshop for youth program, matching appropriate trainer | Staff and vendor support, technology, cumplies | July 1, 2018 - August 31, | Workshop materials; workshop outcomes and evaluations | No progress as of this report. |
| Conduct pilot workshop for parents program, matching appropriate trainer w/ appropriate group | Staff and vendor support, technology, supplies | July 1, 2018 - August 31, 2018 | Workshop materials; workshop outcomes and evaluations | No progress as of this report. |
| Revise/adjust programs to account for pilot feedback | Staff and vendor support, technology, supplies | September 1, 2018 – October 31, 2018 | Enhanced curriculum | No progress as of this report. |
| Conduct workshops in region, matching appropriate trainer w/ appropriate group | Staff and vendor support, technology, supplies | November 1, 2018 – July 31, 2019 | Workshop materials; workshop outcomes and evaluations | No progress as of this report. |
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OUTCOME 2 EVALUATION PLAN

| Outcome Indicator(s) | Data Collection Method and Timeframe | Evaluation Results (Complete for Progress Report Only) |
|---|---|---|
| % increase in score from pre-test to post-test in workshops | Test results – review by trainer at the beginning and end of each workshop and monthly consolidated through the program | TBD |
| % of course reviews that are positive (avg 4/5 out of 5) | Summary survey of course (both at the end of each workshop and consolidated monthly across the program) | TBD |
| # of social media engagement (likes, retweets, impressions) | Tallied from social media sources (e.g., Twitter, Facebook), measured monthly throughout program performance period | TBD |

APPENDIX A: RISK MANAGEMENT PLAN

objectives, primarily those originating externally and that are outside of the organization's control. Risks could include, but are not limited to: economic, social, or political changes; changes to planned partnerships; legal or compliance changes; or other risks unique to this project. Use the chart below to identify these risks; add additional rows if necessary. The following risk assessment chart is designed to assist in the identification of potential occurrences that would impact achieving project

| Risk Identified (low/medium/high) Risk Occurring (low/medium/high) Risk Tdentified Instruction (low/medium/high) Risk Tdentified Instruction (low/medium/high) Risk Tdentified Instruction (low/medium/high) Risk Tdentified Instruction (low/medium/high) | THE THE PROPERTY OF THE PROPER | T :1:-1; F | Risk Analysis | Risk Management Plan |
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| (low/medium/high) identified risk could/would have on the project) | Dan Tanana | D1-O | (brief assessment of the impact the | (plan to minimize the impact that the risk presents |
| project) | Kisk taeninea | KISK Occurring | identified risk could/would have on the | to the project and adjustments to be made if the |
| | | (ngm/mgan/mgn) | project) | risk transpires) |

| Conduct media campaign; get ahead of the message. Respond swiftly and effectively to media inquiries regarding the program. | Request sole source vendor for professional services. Request expedited processing of purchasing requests due to the limited performance period of this grant. | Include partners who do not have emergency roles as back-ups on the Steering Committee for those who do. As a last resort, request an extension if project risk cannot be mitigated. |
|--|---|---|
| Negative public perception could reduce participation in all phases of the program, reducing the number of trainers and program participants. | Procurement policies in Strategic Purchasing can in start up delays. | A disaster in the Greater Houston region could result in reduced support for the program from participants and Steering Committee members. |
| Medium | Medium | Medium |
| Negative public perception of the Houston CVE Training and Engagement Initiative | City of Houston procurement delays in selecting vendor | Significant disaster impacts region, shifting focus from project to disaster response and recovery |

Countering Violent Extremism (CVE) Grant Program (EMW-2016-CA-00158)

Federal Financial Report

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Performance Progress Report

Quarter Ending: Dec 2017



Federal Emergency Management Agency **Payment And Reporting System (PARS)**



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Performance Progress Report Details

Grant Number

EMW-2016-CA-00158

Funding Opportunity Name FY 2016 Countering Violent Extremism Grants

City of Houston, Mayor\'s Office of Public Safety & Homeland Security

Reporting Period End Date 12/31/2017

Oue Date 01/30/2018

Attachments

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Attached Documents

Title

Description

Attached By

Created Date

Action

CVE-Progress

(Dac2017).odf Performance Report-De

Kimberly House 01/29/2018 22:51 -06:00

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PERFORMANCE PROGRESS REPORT SF-PPR

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|--|--|---|------------------------------|----------------------|-------------------------|
| 1.Federal Agency and Organiz | zation Element to 2. Fed | eral Grant or Other Ident | | 3a. DUNS Nu | |
| Which Report is Submitted | | er Assigned by Federal A | gency | 045761095 3b. EIN | |
| DHS-Countering Violent Ex Program (CVE) | tremism Grant Eivivv- | 2016-CA-00158 | | 746001164 | |
| 4. Recipient Organization (Na | me and complete address ir | cluding zip code) | | | lentifying Number |
| City of Houston, Mayor's Of | ffice of Public Safety and | Homeland Security | | or Account Nu | mper |
| 900 Bagby, 2nd Floor | | | | 50000026-20 | 18 |
| Houston, TX 77002 | | | | 50000020-20 | 10 |
| 6. Project/Grant Period | • | 7. Reporting Period I | ∃nd Date | 8. Final Repor | t? 🖸 Yes ⑤ No |
| Start Date: (Month, Day, Year) | End Date: (Month, Day, Year | (Month, Day, Year) | | 9. Report Fred | |
| | | • | | ✓ quarterly | other |
| 08/01/2017 | 07/31/2019 | 12/31/2017 | | (If other, desc | cribe:) |
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| 10. Performance Narrative | (attach performance | narrative as instructed | d by the av | varding Feder | al Agency) |
| During this quarter, the City | of Houston continued the | procurement process | with the S | Strategic Proc | urement Division. |
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| Dennis J. Storemski | | | extension) 832-393-0 |)975 | |
| 00 | 11 | | 12d. Emai | il Address | |
| 1/1/1 <i>X</i> | thank | | dennis.sto | remski@hous | tontx.gov |
| 12b. Signature of Authorized | Certifying Official | | 12e. Date | Report Submit | ed <i>(Month, Day,</i> |
| | | | Year) 1/11 | 1/2018 | |
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OCP Project Implementation & Evaluation Plan

document when crafting your plan. Draft, in the box below, the overarching goal statement for the project. Following completion of the PIEP, each outcome in the PIEP, create an Implementation Plan table and an Evaluation Plan table. Please use the definitions provided in the PIEP guidance You should modify the Project Implementation & Evaluation Plan template to the number of outcomes your specific project requires. For each grantee is expected to complete the Risk Assessment & Mitigation Plan in Appendix A.

In the Implementation Plan table:

- Type each activity in a separate row; add as many rows as needed.
- Arrange activity rows chronologically by the start date of the activity.
- This PIEP should span both years of performance under this grant program.

In the Evaluation Plan table:

- Type each outcome indicator in a separate row.
- Include indicators that will help measure the impact resulting from the project; it is not necessary to have more than one indicator if that indicator sufficiently measures impact.
- Identify and/or design data collection methods to be used to obtain the data that will be reported on quarterly.
- Ensure attention to collection of data that can be broken down by sex and age of project participants or beneficiaries.

NOTE: Data collection methods should be specific and timebound. Any expenses incurred from the collection of data must come from the grant already awarded. No additional funds will be made available for evaluation by DHS OCP.

| Organization Name | City of Houston, Mayor's Office of Public Safety and Homeland Security |
|------------------------------|---|
| Project Title | Houston Countering Violent Extremism (CVE) Training and Engagement Initiative |
| Grant Number | EMW-2016-CA-00158 |
| Grant Implementation Period: | August 1, 2017 – July 31, 2018 |
| Reporting Period: | Quarterly Report – October 1, 2017 – December 31, 2017 |



Project Goal Statement

The primary goal of the Houston CVE Training and Engagement Initiative is to develop a program that targets parents and youth and addresses violent extremism internally within the community. To achieve this goal the Houston Regional CVE Steering Committee must accomplish the following objectives:

- Establish a cadre of culturally competent trained community educators/facilitators to support CVE workshops for parents and youth.
- Increase parental engagement and understanding of radicalization, risk factors, and available social resources through community-based Empowered Parents workshops.
- Increase youth understanding and engagement through the Three Cities program, involving facilitated dialogue, scenario discussions, and critical thinking challenges.

Target Population

Per the application, the target audience for this initiative is the more than \$10,000 youth of the Greater Houston region and nearly 1.5 million family households. The Houston Regional CVE Steering Committee will further refine the target population and demographics, as appropriate.

OUTCOME 1: Increase capacitation of the Houston CVE Training and Engagement initiative by building a sustainable approach to training implementation and program socialization.

Mid-Term Outcome 1.1: Increase Houston's regional capacity to counter violent extremism through the development of training tools, curricula, and guides.

Mid-Term Outcome 1.3: Enhance program sustainability through the development of a train-the-trainer program, with appropriate verting Mid-Term Outcome 1.2: Build community support for the program through all types of media via a structured communications strategy. and certification.

OUTCOME 1 IMPLEMENTATION PLAN

| Activity | Inputs/Resources | Time Frame | Anticipated Outputs | Progress Reporting (Complete for Progress Report Only) |
|--|---|--------------------------------|--|---|
| Complete procurement/vendor selection ¹ | Scope of work; compliance with local, state, and federal procurement guidelines | August 1, 2017 – October | Executed contract with selected vendor | Developed Scope of Work and Request for Qualifications. Received proposals on 12/22/2017. Procurement, award of |
| | | 30, 2017 April 30, 2018 | | contract expected in April 2018. |
| Convene Houston | Staff and vendor support, partner time and | August 1, | Meeting minutes and | Initial outreach made to Steering |
| Regional CVE | effort, supplies | 2017- | sign-in sheets; product | Committee members |
| Steering Committee | | July 31, 2018 | reviews and reedback | ************************************** |
| Develop Curricula and | Staff and vendor support; research and | November | Empowered Parents | No progress as of this report. |
| Videos | development, adapted workshop material | 1,2017- | Curriculum; Three | |
| | from existing frameworks, new, scenario- | June 30, | Cities Curriculum; | |
| | based content from Orlando, San Bernardino, | 2018 | Resource Guides; | |
| | and Charleston (or other attack sites, as | | videos and media | |
| | appropriate), supplies | | support | |

9

¹ This task is relevant to all project outcomes, but it is the first step in project implementation.

² This task is ongoing throughout the performance period of this grant as well as beyond for program sustainment.

| Activity | Inputs/Resources | Time Frame | Anticipated Outputs | Progress Reporting (Complete for Progress Report Only) |
|--|--|--|---|--|
| Identify an approach for outreach to promote the program in the Greater Houston Region. | Staff and vendor support, technology, Steering Committee time and effort, media support/time | January 1, 2018 – June 30, 2018 | Communications/media plan; program branding, media package | No progress as of this report. |
| Recruit potential trainers/facilitators through Steering Committee agencies and other partners | Staff and vendor support, technology, Steering Committee time and effort | January 1, 2018 – June 30, 2018 | List of contact information for potential trainers | No progress as of this report. |
| Identify and vet trainers | Staff and vendor support, supplies, volunteers, technology | January 1, 2018 – Ongoing | Roster of trained trainers for the Initiative | No progress as of this report. |
| Maintain certified trainer list | Staff support, time | January 1, 2018 – Ongoing | Roster of trained trainers for the Initiative | No progress as of this report. |

OUTCOME 1 EVALUATION PLAN

| Outcome Indicator(s) | Data Collection Method and Timeframe | Evaluation Results (Complete for Progress Report Only) |
|---|--|---|
| % of potential vetted trainers who have completed the train-the-trainer program and are certified to conduct youth or parent programs (or both) | Course rosters and certification lists; January 1, 2018 – July 31, 2018 | TBD |
| % of certified trainers who have effectively conducted at least 1 training event to positive reviews | Training course data and evaluations; January 1, 2018 – July 31, 2018 | TBD |

OUTCOME 2: Increase community engagement and resource awareness to counter violent extremism through participation in scenariodriven workshops and events and resource awareness.

Mid-Term Outcome 2.3: Enhance educational opportunities for youth specific to countering violent extremism in the Houston Urban Area Mid-Term Outcome 2.2: Increase access and knowledge of support resources and services to parents with at-risk youth Mid-Term Outcome 2.1: Increase public engagement through implementation of comprehensive communications plan

OUTCOME 2 IMPLEMENTATION PLAN

| | orting Complete for Progress Report Only) | f No progress as of this report. | No progress as of this report. | No progress as of this report. | No progress as of this report. | No progress as of this report. | | | |
|-------------------------------|--|--|---|---|--|--|--|--|--|
| | Anticipated Outputs | Engagement roster of agencies and groups | Workshop materials; workshop outcomes and evaluations | Workshop materials; workshop outcomes and evaluations | Enhanced curriculum | Workshop materials; workshop outcomes and evaluations | | | |
| | Time Frame | January 1, 2018 – June 30, 2018 | July 1, 2018 - August 31, 2018 | July 1, 2018 – August 31, 2018 | September 1, 2018 – October 31, 2018 | November 1, 2018 – July 31, 2019 | | | |
| FLAIN | Inputs/Resources | Staff and vendor support, technology, Steering Committee time and effort | Staff and vendor support, technology, supplies | Staff and vendor support, technology, supplies | Staff and vendor support, technology, supplies | Staff and vendor support, technology, supplies | | | |
| OUICOME & IMPLEMENTATION FLAN | Activity | Identify engagement opportunities through existing youth and parent programs and partnerships. | Conduct pilot workshop for youth program, matching appropriate trainer w/ appropriate group | Conduct pilot workshop for parents program, matching appropriate trainer w/ appropriate group | Revise/adjust programs to account for pilot feedback | Conduct workshops in region, matching appropriate trainer w/ appropriate group | The state of the s | ne construction of the con | |

∞

OUTCOME 2 EVALUATION PLAN

| Outcome Indicator(s) | Data Collection Method and Timeframe | Evaluation Results (Complete for Progress Report Only) |
|---|---|---|
| % increase in score from pre-test to post-test in workshops | Test results – review by trainer at the beginning and end of each workshop and monthly consolidated through the program | TBD |
| % of course reviews that are positive (avg $4/5$ out of 5) | Summary survey of course (both at the end of each workshop and consolidated monthly across the program) | TBD |
| # of social media engagement (likes, retweets, impressions) | Tallied from social media sources (e.g., Twitter, Facebook), measured monthly throughout program performance period | TBD |

APPENDIX A: RISK MANAGEMENT PLAN

objectives, primarily those originating externally and that are outside of the organization's control. Risks could include, but are not limited to: economic, social, or political changes; changes to planned partnerships; legal or compliance changes; or other risks unique to this project. Use the chart below to identify these risks; add additional rows if necessary. The following risk assessment chart is designed to assist in the identification of potential occurrences that would impact achieving project

| NAME OF THE PARTY | 3 - F 191 F | Risk Analysis | Risk Management Plan |
|---|------------------|---|---|
| | Likelinood of | (brief assessment of the impact the | (plan to minimize the impact that the risk presents |
| Kisk taentilea | KISK Occurring | identified risk could/would have on the | to the project and adjustments to be made if the |
| | (10w/meanum/mgn) | project) | risk transpires) |
| | | | |

9

| Conduct media campaign; get ahead of the message. Respond swiftly and effectively to media inquiries regarding the program. | Request expedited processing of purchasing requests due to the limited performance period of this grant. | Include partners who do not have emergency roles as back-ups on the Steering Committee for those who do. As a last resort, request an extension if project risk cannot be mitigated. |
|--|--|---|
| Negative public perception could reduce participation in all phases of the program, reducing the number of trainers and program participants. | Procurement policies in Strategic Purchasing can result in start up delays. DHS and City Officials recommended that the City proceed with a competitive bid process in the fall of 2017. The City's procurement process is lengthy, and from the time a scope of work is developed until a contract is awarded can take 9 months or more. | A disaster in the Greater Houston region could result in reduced support for the program from participants and Steering Committee members. |
| Medium | Medium | Medium |
| Negative public perception of the Houston CVE Training and Engagement Initiative | City of Houston procurement delays in selecting vendor | Significant disaster impacts region, shifting focus from project to disaster response and recovery |

Notes:

The City of Houston has requested DHS consider a 6-month extension to this award, given the impacts of Hurricane Harvey, and the recommendation to competitively procure professional services - a lengthy process in the City of Houston. 10



Countering Violent Extremism (CVE) Grant Program (EMW-2016-CA-00158)

Federal Financial Report

8

Performance Progress Report

Quarter Ending: Mar 2018



Federal Emergency Management Agency **Payment And Reporting System (PARS)**



Main Grante

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PARS Maintenance
Grants Home
Grants List

FFR/SF-425 Maintenance
Browse Mode
FFR/SF-425 Add FFR/SF-425

| Federal Agency and Organizational Element Which Report is Submitted | Federal Grant or Other Identifying § To report multiple grants, use FFR Attachment | | gned by Federal | Agency | | Page 1 of |
|--|--|-------------|--|-----------------------------------|--|----------------------|
| U.S. Department of Homeland Security, Federal Emergency Management Agency | EMW-2016- | | | | | |
| 3. Recipient Organization (Name and complete address include | ⊒ Zip code) | | | | | |
| | HOUSTON, CITY OF 901 BAGBY ST 10TH HOUSTON, TX 7700 | | | | | |
| 4a. DUNS Number 4b. EIN | 5. Recipient Account Number or Identi (To report multiple grants, use FFR Attachment) | fying Numbe | er 6. R | ерогt Туре | 7. Basis | of Accounting |
| 045761095 746001164 | 50000026-2018 (CVE) | | | Quaderly | | Cash |
| 0.10.01000 | L. Carrier Control | | | Semi-Annual | 5 | Accrual |
| | | | | Annual | | , |
| | | | | Final | | |
| 8. Project/Grant Period From: (Month, Day, Year) To: (Month | Day, Year) | | 9. R | eporting Peri onth, Day, Year) | od End Da | ate |
| 08/01/2017 | 31/2019 | | | 3/31/201 | 8 | ③ |
| 0. Transactions | | | | | C | umulative |
| Use lines a-c for single or multiple grant reporti | | | | | | *** |
| Federal Cash (To report multiple grants, also a. Cash Receipts | use FFR Attachment): | | | | T | 0.00 |
| b. Cash Disbursements | | | | | · · | 0.00 |
| c, Cash on Hand (line a minus b) | | | | | | 0.00 |
| 'Use lines d-o for single grant reporting) | | | | | • | |
| Federal Expenditures and Unobligated Balar | 38: | | | | | |
| d, Total Federal funds authorized | | | | | | 500000,00 2608,22 |
| e. Federal share of expenditures f. Federal share of unliquidated obligations | | | | | | 0.00 |
| g. Total Federal share (sum of lines e and f) | | | | | | 2608.22 |
| h. Unobligated balance of Federal funds (line d min | s g) | | | | | 497391.78 |
| Recipient Share: | | | | | | |
| i. Total recipient share required | | | | | | 0.00 |
| j. Recipient share of expenditures k. Remaining recipient share to be provided (line in | Inite I) | | | | <u> </u> | 0.00 |
| Program Income: | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | 1,000 | | - | | |
| I, Total Federal program income earned | | | | | | 9.00 |
| m. Program income expended in accordance with t | e deduction alternative | | | | | 9,00 |
| n. Program income expended in accordance with the | | | | | | 0.00 |
| o. Unexpended program income (line i minus line n la. Type lb. Rate | or line n) c, Period From Period To | | d. Base | e. Amount (| Thornood I | f. Federal Sha |
| 11, Indirect Expense | 0.0000 | | 0.00 | | 0.00 | 0.0 |
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| | g. Totals: | | , 0,00 | 1 | 0.00 | 0,00 |
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| 13. Certification: By signing this report, I cer | | | | | | |
| alse, fictitious, or fraudulent information ma | | | | | | |
| a. Typed or Printed Name and Title of Authorized Cer | fying Official | · I _ | lephone (Area c | ode, number | and exten | sion) |
| Kimberly House, Division Manager | | | 2-393-0930 | | | |
| | | l <u> </u> | nail address n.house@houst | anty any | | _ |
| b. Signature of Authorized Certifying Official | | | te Report Subm | | Day Year | } |
| D. Signature of Authorized Certifying Official | | 1 0.00 | • | 4/2018 | Day, roar | , |
| MANA | | 14. A | gency use only: | | | |
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PERFORMANCE PROGRESS REPORT SF-PPR

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| 1.Federal Agency and Organia Which Report is Submitted | zation Element to | | al Grant or Other Ident Assigned by Federal A | | 3a. DUNS Nur 045761095 | |
| DHS-Countering Violent Ex Program (CVE) | tremism Grant | EMW-20 | 016-CA-00158 | • | 3b. EIN 746001164 | |
| 4. Recipient Organization (Na | me and complete add | dress incl | uding zip code) | | | lentifying Number |
| City of Houston, Mayor's Of 900 Bagby, 2nd Floor | ffice of Public Safe | ty and H | omeland Security | | or Account Nu | |
| Houston, TX 77002 | | | • | | 50000026-20 | 10 |
| 6. Project/Grant Period | | | 7. Reporting Period I | End Date | 8. Final Repor | t? O Yes |
| Start Date: (Month, Day, Year) | End Date: (Month, Da | ay, Year) | (Month, Day, Year) | | 9. Report Fred ☐ annual ☑ quarterly | |
| 08/01/2017 | 07/31/2019 | | 03/31/2018 | | (If other, desc | |
| 10. Performance Narrative | (attach perfor | mance n | arrative as instructed | d by the a | warding Feder | al Agency) |
| During this quarter, the City of Houston continued the procurement process with the Strategic Procurement Division. An evaluation team reviewed proposals from vendors and made a vendor recommendation to the Director of Public Safety and Homeland Security. Council approval is pending. | | | | | | |
| The City of Houston hired a Management Intern (30 hours/week) to conduct research activities and administrative programmatic work for the Houston CVE Training and Engagement Initiative. During this time, this team member has begun the development of a report evaluating domestic and international CVE program, looking at lessons learned and best practices, as well as the unique situations in each location that impacted its effectiveness. | | | | | | |
| Additional detail is provided in the Project Implementation and Evaluation Plan (see attachment). | | | | | | |
| 11. Other Attachments (attach other documents as needed or as instructed by the awarding Federal Agency) | | | | | | |
| 12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents. | | | | | | |
| 12a. Typed or Printed Name and Title of Authorized Certifying Official 12c. Telephone (area code, number and | | | | | | |
| George T. Buenik ### Standard Control of Co | | | | | | |
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| 12b. Signature of Authorized | Celtifying Official | | | 12e. Date <i>Year)</i> 4/10 | Report Submit 6/2018 | ted <i>(Month, Day,</i> |
| | | | | | cy use only | |





OCP Project Implementation & Evaluation Plan

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- Type each activity in a separate row; add as many rows as needed.
- Arrange activity rows chronologically by the start date of the activity.
- This PIEP should span both years of performance under this grant program.

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- Type each outcome indicator in a separate row.
- Include indicators that will help measure the impact resulting from the project; it is not necessary to have more than one indicator if that indicator sufficiently measures impact.
- Identify and/or design data collection methods to be used to obtain the data that will be reported on quarterly.
- Ensure attention to collection of data that can be broken down by sex and age of project participants or beneficiaries.

NOTE: Data collection methods should be specific and timebound. Any expenses incurred from the collection of data must come from the grant already awarded. No additional funds will be made available for evaluation by DHS OCP.

| Organization Name | City of Houston, Mayor's Office of Public Safety and Homeland Security |
|---------------------------------|---|
| Project Title | Houston Countering Violent Extremism (CVE) Training and Engagement Initiative |
| Grant Number | EMW-2016-CA-00158 |
| Grant Implementation Period: | August 1, 2017 – July 31, 2018 |
| Reporting Period: | Quarterly Report – January 1, 2018 – March 31, 2018 |



Project Goal Statement

The primary goal of the Houston CVE Training and Engagement Initiative is to develop a program that targets parents and youth and addresses violent extremism internally within the community. To achieve this goal the Houston Regional CVE Steering Committee must accomplish the following objectives:

- Establish a cadre of culturally competent trained community educators/facilitators to support CVE workshops for parents and youth.
- Increase parental engagement and understanding of radicalization, risk factors, and available social resources through community-based Empowered Parents workshops.
- Increase youth understanding and engagement through the Three Cities program, involving facilitated dialogue, scenario discussions, and critical thinking challenges.

Target Population

Per the application, the target audience for this initiative is the more than \$10,000 youth of the Greater Houston region and nearly 1.5 million family households. The Houston Regional CVE Steering Committee will further refine the target population and demographics, as appropriate.

OUTCOME 1: Increase capacitation of the Houston CVE Training and Engagement initiative by building a sustainable approach to training Mid-Term Outcome 1.3: Enhance program sustainability through the development of a train-the-trainer program, with appropriate vetting Mid-Term Outcome 1.2: Build community support for the program through all types of media via a structured communications strategy. Mid-Term Outcome 1.1: Increase Houston's regional capacity to counter violent extremism through the development of training tools,

OUTCOME 1 IMPLEMENTATION PLAN

and certification.

implementation and program socialization.

curricula, and guides.

| Activity | Inputs/Resources | Time Frame | Anticipated Outputs | Progress Reporting (Complete for Progress Report Only) |
|---|---|--|--|--|
| Complete procurement/vendor selection ¹ | Scope of work; compliance with local, state, and federal procurement guidelines | August 1, 2017 – Oetober 30, 2017 April 30, 2018* | Executed contract with selected vendor | Developed Scope of Work and Request for Qualifications. Received proposals on 12/22/2017. Procurement, award of contract expected in April 2018. |
| Convene Houston Regional CVE Steering Committee ² | Staff and vendor support, partner time and effort, supplies | August 1, 2017 May 1, 2018– July 31, 2018 | Meeting minutes and sign-in sheets; product reviews and feedback | Initial outreach made to Steering Committee members |
| Develop Curricula and Videos (+ seek and receive approval on materials from DHS) | Staff and vendor support; research and development, adapted workshop material from existing frameworks, new, scenariobased content from Orlando, San Bernardino, and Charleston (or other attack sites, as appropriate), supplies | Nevember 1, 2017 May 1, 2018- June 30, 2018 August 31, 2018* | Empowered Parents Curriculum; Three Cities Curriculum; Resource Guides; videos and media support | No progress as of this report. |

¹ This task is relevant to all project outcomes, but it is the first step in project implementation.

as beyond for ² This task is ongoing throughout the performance period of this grant as well program sustainment.

| Activity | Inputs/Resources | Time Frame | Anticipated Outputs | Progress Reporting (Complete for Progress Report Only) |
|--|--|---|--|--|
| Identify an approach for outreach to promote the program in the Greater Houston Region. | Staff and vendor support, technology, Steering Committee time and effort, media support/time | January 1, 2018 May 1, 2018— June-30, 2018 August 31, 2018* | Communications/media plan; program branding, media package | No progress as of this report. |
| Recruit potential trainers/facilitators through Steering Committee agencies and other partners | Staff and vendor support, technology, Steering Committee time and effort | January 1, 2018 May 1, 2018— June 30, 2018 August 31, 2018* | List of contact information for 40 potential trainers | No progress as of this report. |
| Identify and vet trainers | Staff and vendor support, supplies, volunteers, technology | January 1, 2018 May 1, 2018– Ongoing | Roster of 20 trained trainers for the Initiative | No progress as of this report. |
| Maintain certified trainer list | Staff support, time | January 1, 2018 May 1, 2018– Ongoing | Roster of 20 trained trainers for the Initiative | No progress as of this report. |

OUTCOME 1 EVALUATION PLAN

| | | ************************************** |
|---|--|--|
| Outcome Indicator(s) | Data Collection Method and Timeframe | Evaluation Results (Complete for Progress Report Only) |
| % of potential vetted trainers who have completed the train-the-trainer program and are certified to conduct youth or parent programs (or both) | Course rosters and certification lists; January 1, 2018 May 1, 2018 – July December 31, 2018 | TBD |
| % of certified trainers who have effectively conducted at least 1 training event to positive reviews | Training course data and evaluations; January 1, 2018 May 1, 2018 – July December 31, 2018 | TBD |

*Dates adjusted due to procurement delays and Hurricane Harvey recovery.

OUTCOME 2: Increase community engagement and resource awareness to counter violent extremism through participation in scenariodriven workshops and events and resource awareness.

Mid-Term Outcome 2.3: Enhance educational opportunities for youth specific to countering violent extremism in the Houston Urban Area Mid-Term Outcome 2.1: Increase public engagement through implementation of comprehensive communications plan Mid-Term Outcome 2.2: Increase access and knowledge of support resources and services to parents with at-risk youth

OUTCOME 2 IMPLEMENTATION PLAN

| | W-149 | | | т типина и при при при при при при при при при п |
|--|--|--|--|--|
| Activity | Inputs/Resources | Time Frame | Anticipated Outputs | Progress Reporting (Complete for Progress Report Only) |
| Identify engagement opportunities through existing youth and parent programs and partnerships. | Staff and vendor support, technology, Steering Committee time and effort | January May 1, 2018 – June 30, 2018 July 31, 2019* | Engagement roster of agencies and groups | No progress as of this report. |
| Develop evaluation survey for curriculum and trainer/facilitator | Staff and vendor support, technology, Steering Committee time and effort | May 1, 2018-August 31, 2018 | 2 survey instruments | No progress as of this report. |
| Conduct pilot workshop for youth program, matching appropriate trainer w/ appropriate group | Staff and vendor support, technology, supplies | July 1, 2018 - August 31, 2018 | Workshop materials; workshop outcomes and evaluations (1 workshop) | No progress as of this report. |
| Conduct pilot workshop for parents program, matching appropriate trainer w/ appropriate group | Staff and vendor support, technology, supplies | July 1, 2018 - August 31, 2018 | Workshop materials; workshop outcomes and evaluations (1 workshop) | No progress as of this report. |
| Revise/adjust programs to account for pilot feedback | Staff and vendor support, technology, supplies | September 1, 2018 — October 31, 2018 | Enhanced curriculum | No progress as of this report. |
| Conduct workshops in region, matching appropriate trainer w/ appropriate group | Staff and vendor support, technology, supplies | November 1, 2018 – July 31, 2019 | Workshop materials; workshop outcomes and evaluations (12 workshops) | No progress as of this report. |
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OUTCOME 2 EVALUATION PLAN

| Outcome Indicator(s) | Data Collection Method and Timeframe | Evaluation Results (Complete for Progress Report Only) |
|---|---|--|
| % increase in score from pre-test to post-test in workshops | Test results — review by trainer at the beginning and end of each workshop and monthly consolidated through the program | TBD |
| % of workshop reviews that are positive (avg 4/5 out of 5) | Summary survey of workshop (both at the end of each workshop and consolidated monthly across the program) | TBD |
| % of trainer/facilitator reviews that are positive (avg 4/5 out of 5) | Summary survey of (both at the end of each workshop and consolidated monthly across the program) | |
| # of social media engagement (likes, retweets, impressions) | Tallied from social media sources (e.g., Twitter, Facebook), measured monthly throughout program performance period | TBD |

*Dates adjusted due to procurement delays and Hurricane Harvey recovery.

APPENDIX A: RISK MANAGEMENT PLAN

economic, social, or political changes; changes to planned partnerships; legal or compliance changes; or other risks unique to this project. Use the objectives, primarily those originating externally and that are outside of the organization's control. Risks could include, but are not limited to: The following risk assessment chart is designed to assist in the identification of potential occurrences that would impact achieving project chart below to identify these risks; add additional rows if necessary.



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| Risk Management Plan (plan to minimize the impact that the risk presents to the project and adjustments to be made if the risk transpires) | Conduct media campaign; get ahead of the message. Respond swiftly and effectively to media inquiries regarding the program. | - Request expedited processing of purchasing requests due to the limited performance period of this grant. | Include partners who do not have emergency roles as back-ups on the Steering Committee for those who do. As a last resort, request an extension if project risk cannot be mitigated. |
| Risk Analysis (brief assessment of the impact the identified risk could/would have on the project) | Negative public perception could reduce participation in all phases of the program, reducing the number of trainers and program participants. | Procurement policies in Strategic Purchasing can result in startup delays. DHS and City Officials recommended that the City proceed with a competitive bid process in the fall of 2017. The City's procurement process is lengthy, and from the time a scope of work is developed until a contract is awarded can take 9 months or more. | A disaster in the Greater Houston region could result in reduced support for the program from participants and Steering Committee members. |
| Likelihood of Risk Occurring (low/medium/high) | Medium | Medium | Medium |
| Risk Identified | Negative public perception of the Houston CVE Training and Engagement Initiative | City of Houston procurement delays in selecting vendor | Significant disaster impacts region, shifting focus from project to disaster response and recovery |

Notes:

• The City of Houston has requested DHS consider a 6-month extension to this award, given the impacts of Hurricane Harvey, and the recommendation to competitively procure professional services – a lengthy process in the City of Houston.

Countering Violent Extremism (CVE) Grant Program (EMW-2016-CA-00158)

Federal Financial Report

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Performance Progress Report

Quarter Ending: Jun 2018



Federal Emergency Management Agency Payment And Reporting System (PARS)



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> FEDERAL FINANCIAL REPORT (Follow form instructions) Federal Agency and Organizational Element 2. Federal Grant or Other Identifying Number Assigned by Federal Agency Page 1 of 1 U.S. Department of Homeland Security, EMW-2016-CA-00158 Federal Emergency Management Agency 3. Recipient Organization (Name and complete address including Zip code) HOUSTON, CITY OF 901 BAGBY ST 10TH FLOOR HOUSTON,: TX 77002 2526 Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 6. Report Type 7. Basis of Accounting 4a. DUNS Number 4b. EIN Quarterly Cush 50000026-2018 (CVE) 746001164 045761095 Semi-Annual **✓** Acciual Annual Final Reporting Period End Date
> (Month, Day, Year) 8. Project/Grant Period From: (Month, Day, Year) To: (Month, Day, Year) ۱0 08/01/2017 07/31/2019 6/30/2018 Cumulative 0. Transactions (Use lines a-c for single or multiple grant reporting) Federal Cash (To report multiple grants, also use FFR Attachment): a, Cash Receipts 2608 22 b. Cash Disbursements c, Cash on Hand (line a minus b) (Use lines d-o for single grant reporting) Federal Expenditures and Unobligated Balance: 6000000.00 d. Total Federal funds authorized 11994.52 e. Federal share of expenditures 0.00 f. Federal share of unliquidated obligations 11994,62 g. Total Federal share (sum of lines e and f) 488005.48 h. Unobligated balance of Federal funds (line d minus g) Recipient Share: 0.00 i. Total recipient share required 0,00 j. Recipient share of expenditures 0.00 k. Remaining recipient share to be provided (line i minus j) Program Income: 0.00 I. Total Federal program income earned 0.00 m. Program income expended in accordance with the deduction alternative 0.00 n. Program income expended in accordance with the addition alternative 0.00 Unexpended program income (line I minus line m or line n) deral Share c. Period From Period To d. Base a. Type b. Rate . Amount Charged 0,00 11. Indirect Expense 0.00 0.00 g. Totals: 12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: 13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalities. (U.S. Code, Title 18, Section 1001) Typed or Printed Name and Title of Authorized Certifying Official c. Telephone (Area code, number and extension) 832-393-0930 Kimberly House, Division Manager kim.house@houstontx.gov e. Date Report Submitted (Month, Day, Year) 07/24/2018 14. Agency use only: Standard Form 425 OMB Approval Number: 0348-0061 Expiration Date: 10/31/2011 Expersors Burden Statement
> According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0050), Washington, DC 20503.

PERFORMANCE PROGRESS REPORT SF-PPR

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| City of Houston, Mayor's Of | ffice of Public Saf | ety and H | omeland Security | | Of Account No | Inbei | | |
| 900 Bagby, 2nd Floor Houston, TX 77002 | | | • | | 50000026-20 | 18 (CVE) | | |
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| 10. Performance Narrative | e (attach perfo | ormance n | arrative as instructed | d by the a | warding Feder | al Agency) | | |
| During this quarter, the City Strategic Procurement and is pending. | | | | | | | | |
| The Management Intern (30 hours/week) continued research activities and administrative programmatic work for the Houston CVE Training and Engagement Initiative. During this reporting period, the intern has conducted research on domestic and international CVE programs and interviews with CVE experts, practitioners, academic experts, and intelligence analysts. She has worked with the FBI to understand extremist propaganda online and has developed materials to present the information. She has also prepared talking points for leadership related to the initiative. | | | | | | | | |
| Additional detail is provided | in the Project Im | plementat | ion and Evaluation F | Plan (see a | attachment). | | | |
| 11. Other Attachments (attach other documents as needed or as instructed by the awarding Federal Agency) | | | | | | | | |
| 12. Certification: I certify for performance of activi | | | | | | and complete | | |
| 12a. Typed or Printed Name a | and Title of Authoriz | zed Certifyi | ng Official | | | de, number and | | |
| George T. Buenik, Director | 10 | | | extension, 832-393- | 0875 | | | |
| L. CN | | | | _ | il Address | | | |
| | ۱ / | | | | uenik@housto | | | |
| 12b. Signature of Authorized | Certifying Official | | | Voorl | e Report Submit /27/2018 | ted (<i>Month, Day,</i> | | |
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OCP Project Implementation & Evaluation Plan

document when crafting your plan. Draft, in the box below, the overarching goal statement for the project. Following completion of the PIEP, each outcome in the PIEP, create an Implementation Plan table and an Evaluation Plan table. Please use the definitions provided in the PIEP guidance You should modify the Project Implementation & Evaluation Plan template to the number of outcomes your specific project requires. For each grantee is expected to complete the Risk Assessment & Mitigation Plan in Appendix A.

In the Implementation Plan table:

- Type each activity in a separate row; add as many rows as needed.
- Arrange activity rows chronologically by the start date of the activity.
- This PIEP should span both years of performance under this grant program.

In the Evaluation Plan table:

- Type each outcome indicator in a separate row.
- Include indicators that will help measure the impact resulting from the project; it is not necessary to have more than one indicator if that indicator sufficiently measures impact.
- Identify and/or design data collection methods to be used to obtain the data that will be reported on quarterly.
- Ensure attention to collection of data that can be broken down by sex and age of project participants or beneficiaries.

NOTE: Data collection methods should be specific and timebound. Any expenses incurred from the collection of data must come from the grant already awarded. No additional funds will be made available for evaluation by DHS OCP.

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|---------------------------------|--|
| Organization Name | City of Houston, Mayor's Office of Public Safety and Homeland Security |
| Project Title | Houston Countering Violent Extremism (CVE) Training and Engagement Initiative |
| Grant Number | EMW-2016-CA-00158 |
| Grant Implementation Period: | August 1, 2017 – July 31, 2018 |
| Reporting Period: | Quarterly Report – April 1, 2018 – June 30, 2018 |



Project Goal Statement

The primary goal of the Houston CVE Training and Engagement Initiative is to develop a program that targets parents and youth and addresses violent extremism internally within the community. To achieve this goal the Houston Regional CVE Steering Committee must accomplish the following objectives:

- Establish a cadre of culturally competent trained community educators/facilitators to support CVE workshops for parents and youth.
- Increase parental engagement and understanding of radicalization, risk factors, and available social resources through community-based Empowered Parents workshops.
- Increase youth understanding and engagement through the Three Cities program, involving facilitated dialogue, scenario discussions, and critical thinking challenges.

Target Population

Per the application, the target audience for this initiative is the more than \$10,000 youth of the Greater Houston region and nearly 1.5 million family households. The Houston Regional CVE Steering Committee will further refine the target population and demographics, as appropriate. S

OUTCOME 1: Increase capacitation of the Houston CVE Training and Engagement initiative by building a sustainable approach to training implementation and program socialization.

Mid-Term Outcome 1.1: Increase Houston's regional capacity to counter violent extremism through the development of training tools, curricula, and guides.

Mid-Term Outcome 1.3: Enhance program sustainability through the development of a train-the-trainer program, with appropriate verting Mid-Term Outcome 1.2: Build community support for the program through all types of media via a structured communications strategy. and certification.

OUTCOME 1 IMPLEMENTATION PLAN

| Activity | Inputs/Resources | Time Frame | Anticipated Outputs | Progress Reporting (Complete for Progress Report Only) |
|---|---|--|--|---|
| Complete procurement/vendor selection ¹ | Scope of work; compliance with local, state, and federal procurement guidelines | August 1, 2017 – Cetober 30, 2017 April 30, 2017 April 30, 2018* August 15, 2018 | Executed contract with selected vendor | Developed Scope of Work and Request for Qualifications. Received proposals on 12/22/2017. Procurement, award of contract expected in April August 2018. |
| Convene Houston Regional CVE Steering Committee ² | Staff and vendor support, partner time and effort, supplies | August 1, 2017 May 1, 2018 July 31, September 15, 2018 | Meeting minutes and sign-in sheets; product reviews and feedback | Initial outreach made to Steering Committee members |
| Develop Curricula and Videos (+ seek and receive approval on materials from DHS) | Staff and vendor support; research and development, adapted workshop material from existing frameworks, new, scenariobased content from Orlando, San Bernardino, and Charleston (or other attack sites, as appropriate), supplies | November 1, 2017 May September 1, 2018- June 30, 2018 | Empowered Parents Curriculum; Three Cities Curriculum; Resource Guides; videos and media support | No progress as of this report. |

¹ This task is relevant to all project outcomes, but it is the first step in project implementation.

² This task is ongoing throughout the performance period of this grant as well as beyond for program sustainment.

| Progress Reporting (Complete for Progress Report Only) | | No progress as of this report. | No progress as of this report. | No progress as of this report. | No progress as of this report. |
|--|--------------------|---|---|--|---|
| Anticipated Outputs | | Communications/media plan; program branding, media package | List of contact information for 40 potential trainers | Roster of 20 trained trainers for the Initiative | Roster of 20 trained trainers for the Initiative |
| Time Frame | December 31, 2018* | January 1, 2018 September 1, 2018– June 30, 2018 August 31, 2018 March 31, 2019* | January 1, 2018 September 1, 2018– June-30, 2018 August 31, 2018 March 31, 2019* | January 1, 2018 September 1, 2018– Ongoing | January 1, 2018 September 1, 2018 Ongoing |
| Inputs/Resources | | Staff and vendor support, technology, Steering Committee time and effort, media support/time | Staff and vendor support, technology, Steering Committee time and effort | Staff and vendor support, supplies, volunteers, technology | Staff support, time |
| Activity | | Identify an approach for outreach to promote the program in the Greater Houston Region. | Recruit potential trainers/facilitators through Steering Committee agencies and other partners | Identify and vet trainers | Maintain certified trainer list |

OUTCOME 1 EVALUATION PLAN

| | | C. ALCOURT CONTRACTOR |
|---|--|---|
| Outcome Indicator(s) | Data Collection Method and Timeframe | Evaluation Results (Complete for Progress Report Only) |
| % of potential vetted trainers who have completed the train-the-trainer program and are certified to conduct youth or parent programs (or both) | Course rosters and certification lists; January 1, 2018 May 1, 2018 July December 31, 2018 September 1, 2018 – March 31, 2019 | TBD |
| % of certified trainers who have effectively conducted at least 1 training event to positive reviews | Training course data and evaluations; January 1, 2018 May 1, 2018 July December 31, 2018 | TBD |
| | | |

*Dates adjusted due to procurement delays and Hurricane Harvey recovery. We expect to have an executed contract before August 15, 2018. Our procurement process is nearly complete, and we expect to receive City Council approval in late July or early August.

OUTCOME 2: Increase community engagement and resource awareness to counter violent extremism through participation in scenariodriven workshops and events and resource awareness.

Mid-Term Outcome 2.3: Enhance educational opportunities for youth specific to countering violent extremism in the Houston Urban Area Mid-Term Outcome 2.2: Increase access and knowledge of support resources and services to parents with at-risk youth Mid-Term Outcome 2.1: Increase public engagement through implementation of comprehensive communications plan

OUTCOME 2 IMPLEMENTATION PLAN

| Activity | Inputs/Resources | Time Frame | Anticipated Outputs | Progress Reporting (Complete for Progress Report Only) |
|--|--|---|---|--|
| Identify engagement opportunities through existing youth and parent programs and partnerships. | Staff and vendor support, technology, Steering Committee time and effort | January May September 1, 2018 – June 30, 2018 July 31, 2019* | Engagement roster of agencies and groups | No progress as of this report. |
| Develop evaluation survey for curriculum and trainer/facilitator | Staff and vendor support, technology, Steering Committee time and effort | May September 1, 2018-August December 31, 2018 | 2 survey instruments | No progress as of this report. |
| Conduct pilot workshop for youth program, matching appropriate trainer w/ appropriate group | Staff and vendor support, technology, supplies | July October 1, 2018 – August December 31, 2018 | Workshop materials; workshop outcomes and evaluations (1 workshop) | No progress as of this report. |
| Conduct pilot workshop for parents program, matching appropriate trainer w/ appropriate group | Staff and vendor support, technology, supplies | July October 1, 2018 – August December 31, 2018 | Workshop materials; workshop outcomes and evaluations (1 workshop) | No progress as of this report. |
| Revise/adjust programs to account for pilot feedback | Staff and vendor support, technology, supplies | September 1, 2018— October 31, 2018 January 1, 2019— February 28, 2019 | Enhanced curriculum | No progress as of this report. |

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| Progress Reporting (Complete for Progress Report Only) | No progress as of this report. | | |
| Inputs/Resources Time Frame Anticipated Outputs | Workshop materials; workshop outcomes and evaluations (12. 6 workshops) | | |
| Time Frame | November 1, 2018—July 31,2019 March 1, 2019—July 31, 2019 | | |
| Inputs/Resources | Staff and vendor support, technology, supplies | | |
| Activity | Conduct workshops in region, matching appropriate trainer w/ appropriate group | | |

OUTCOME 2 EVALUATION PLAN

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| Outcome Indicator(s) | Data Collection Method and Timeframe | Evaluation Results (Complete for Progress Report Only) |
| % increase in score from pre-test to post-test in workshops | Test results – review by trainer at the beginning and end of each workshop and monthly consolidated through the program | TBD |
| % of workshop reviews that are positive (avg 4/5 out of 5) | Summary survey of workshop (both at the end of each workshop and consolidated monthly across the program) | TBD |
| % of trainer/facilitator reviews that are positive (avg 4/5 out of 5) | Summary survey of (both at the end of each workshop and consolidated monthly across the program) | |
| # of social media engagement (likes, retweets, impressions) | Tallied from social media sources (e.g., Twitter, Facebook), measured monthly throughout program performance period | TBD |

*Dates adjusted due to procurement delays and Hurricane Harvey recovery.

APPENDIX A: RISK MANAGEMENT PLAN

economic, social, or political changes; changes to planned partnerships; legal or compliance changes; or other risks unique to this project. Use the chart below to identify these risks; add additional rows if necessary. objectives, primarily those originating externally and that are outside of the organization's control. Risks could include, but are not limited to: The following risk assessment chart is designed to assist in the identification of potential occurrences that would impact achieving project



| Risk Identified | Likelihood of Risk Occurring (low/medium/high) | Risk Analysis (brief assessment of the impact the identified risk could/would have on the project) | Kisk Management Plan (plan to minimize the impact that the risk presents to the project and adjustments to be made if the risk transpires) |
|--|--|---|---|
| Negative public perception of the Houston CVE Training and Engagement Initiative | Medium | Negative public perception could reduce participation in all phases of the program, reducing the number of trainers and program participants. | Conduct media campaign; get ahead of the message. Respond swiftly and effectively to media inquiries regarding the program. |
| City of Houston procurement delays in selecting vendor | Medium | Procurement policies in Strategic Purchasing can result in startup delays. DHS and City Officials recommended that the City proceed with a competitive bid process in the fall of 2017. The City's procurement process is lengthy, and from the time a scope of work is developed until a contract is awarded can take 9 months or more. Contract negotiations required additional time with procurement staff, and procurement was delayed another 3 months. | - Request expedited processing of purchasing requests due to the limited performance period of this grant. |
| Significant disaster impacts region, shifting focus from project to disaster response and recovery | Medium | A disaster in the Greater Houston region could result in reduced support for the program from participants and Steering Committee members. | Include partners who do not have emergency roles as back-ups on the Steering Committee for those who do. As a last resort, request an extension if project risk cannot be mitigated. |

Notes:

• The City of Houston has requested DHS consider a 6-month extension to this award, given the impacts of Hurricane Harvey, and the recommendation to competitively procure professional services – a lengthy process in the City of Houston.

Countering Violent Extremism (CVE) Grant Program (EMW-2016-CA-00158)

Federal Financial Report

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Performance Progress Report

Quarter Ending: Sep 2018



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| Houston, TX 77002 | | | | | | | | | |
| 6. Project/Grant Period | | | 7. Reporting Period E | nd Date | 8. Final Repor | t? 🖸 Yes 📵 No | | | |
| Start Date: (Month, Day, Year) | End Date: (Month, E | Day, Year) | (Month, Day, Year) | | 9. Report Fred | quency ☐ <i>semi-annual</i> | | | |
| 08/01/2017 | 07/31/2019 | | 09/30/2018 | | ✓ quarterly (If other, desc | ☐ other cribe:) | | | |
| 10. Performance Narrative | (attach perfo | rmance n | arrative as instructed | by the au | varding Feder | al Agency) | | | |
| During this quarter, the City kickoff meeting was held Au | of Houston appro | oved a cor d the first | ntract with a profession Steering Committee | nal servi meeting v | ces vendor. Ti vas held Sept | ne initial internal ember 13, 2018. | | | |
| The Management Intern (30 hours/week) continued research activities and administrative programmatic wor Houston CVE Training and Engagement Initiative. During this reporting period, the intern has conducted res domestic and international CVE programs and conducted interviews with CVE experts, practitioners, acader experts, and intelligence analysts. She has also coordinated with other CVE grantees. Additional detail is provided in the Project Implementation and Evaluation Plan (see attachment). | | | | | | | | | |
| Additional detail is provided in the Project Implementation and Evaluation Plan (see attachment). | | | | | | | | | |
| 11. Other Attachments (attach other documents as needed or as instructed by the awarding Federal Agency) | | | | | | | | | |
| 12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents. | | | | | | | | | |
| 12a. Typed or Printed Name a George T. Buenik | 12c. Teler extension) 332-393-(| , | de, number and | | | | | | |
| 3551g5 7. 2451 | | | | 12d. Ema | | | | | |
| | | | į | | enik@housto | ntx.gov | | | |
| 12b. Signature of Authorized | Certifying Official | ik. | | 12e. Date <i>Year</i>) 10/0 | Report Submit | ted (Month, Day, | | | |
| | | X# | | | cy use only | | | | |
| | | | | | | | | | |

OCP Project Implementation & Evaluation Plan

document when crafting your plan. Draft, in the box below, the overarching goal statement for the project. Following completion of the PIEP, each outcome in the PIEP, create an Implementation Plan table and an Evaluation Plan table. Please use the definitions provided in the PIEP guidance You should modify the Project Implementation & Evaluation Plan template to the number of outcomes your specific project requires. For each grantee is expected to complete the Risk Assessment & Mitigation Plan in Appendix A.

In the Implementation Plan table:

- Type each activity in a separate row; add as many rows as needed.
- Arrange activity rows chronologically by the start date of the activity.
- This PIEP should span both years of performance under this grant program.

In the Evaluation Plan table:

- Type each outcome indicator in a separate row.
- Include indicators that will help measure the impact resulting from the project; it is not necessary to have more than one indicator if that indicator sufficiently measures impact.
- Identify and/or design data collection methods to be used to obtain the data that will be reported on quarterly.
- Ensure attention to collection of data that can be broken down by sex and age of project participants or beneficiaries.

NOTE: Data collection methods should be specific and timebound. Any expenses incurred from the collection of data must come from the grant already awarded. No additional funds will be made available for evaluation by DHS OCP.

| Organization Name | City of Houston, Mayor's Office of Public Safety and Homeland Security |
|---------------------------------|---|
| Project Title | Houston Countering Violent Extremism (CVE) Training and Engagement Initiative |
| Grant Number | EMW-2016-CA-00158 |
| Grant Implementation Period: | August 1, 2017 – July 31, 2018 |
| Reporting Period: | Quarterly Report – July 1, 2018 – September 30, 2018 |

Project Goal Statement

The primary goal of the Houston CVE Training and Engagement Initiative is to develop a program that targets parents and youth and addresses violent extremism internally within the community. To achieve this goal the Houston Regional CVE Steering Committee must accomplish the following objectives:

- Establish a cadre of culturally competent trained community educators/facilitators to support CVE workshops for parents and youth.
- Increase parental engagement and understanding of radicalization, risk factors, and available social resources through community-based Empowered Parents workshops.
- Increase youth understanding and engagement through the Three Cities program, involving facilitated dialogue, scenario discussions, and critical thinking challenges.

Target Population

Per the application, the target audience for this initiative is the more than \$10,000 youth of the Greater Houston region and nearly 1.5 million family households. The Houston Regional CVE Steering Committee will further refine the target population and demographics, as appropriate.

OUTCOME 1: Increase capacitation of the Houston CVE Training and Engagement initiative by building a sustainable approach to training implementation and program socialization.

Mid-Term Outcome 1.1: Increase Houston's regional capacity to counter violent extremism through the development of training tools, curricula, and guides.

Mid-Term Outcome 1.3: Enhance program sustainability through the development of a train-the-trainer program, with appropriate vetting Mid-Term Outcome 1.2: Build community support for the program through all types of media via a structured communications strategy. and certification.

OUTCOME 1 IMPLEMENTATION PLAN

| Activity | Inputs/Resources | Time Frame | Anticipated Outputs | Progress Reporting (Complete for Progress Report Only) |
|--|--|---|--|--|
| Complete procurement/vendor selection ¹ | Scope of work; compliance with local, state, and federal procurement guidelines | August 1, 2017 – October 30, 2017 April 30, 2017 August 15, 2018 Iuly 24, 2018 | Executed contract with selected vendor | Vendor selection complete. Project kickoff meeting (internal) was held on August 20, 2018, following City Council approval of the contract on July 24, 2018. |
| Convene Houston Regional CVE Steering Committee ² | Staff and vendor support, partner time and effort, supplies | August 1, 2017 May 1, 2018— July 31, September 15, 2018 September 15, 2018 September 15, 2018 | Meeting minutes and sign-in sheets; product reviews and feedback | Initial Steering Committee Meeting was held on September 13, 2018. |
| Develop Curricula and Videos (+ seek and receive approval on | Staff and vendor support; research and development, adapted workshop material from existing frameworks, new, scenario- | November 1,2017 May | Empowered Parents Curriculum; Three Cities Curriculum; | No progress as of this report. |

¹ This task is relevant to all project outcomes, but it is the first step in project implementation.

Ó

² This task is ongoing throughout the performance period of this grant as well as beyond for program sustainment.

| Progress Reporting (Complete for Progress Report Only) | | No progress as of this report. | No progress as of this report. | No progress as of this report. | No progress as of this report. |
|--|--|--|---|--|--|
| Anticipated Outputs | Resource Guides; videos and media support | Communications/media plan; program branding, media package | List of contact information for 40 potential trainers | Roster of 20 trained trainers for the Initiative | Roster of 20 trained trainers for the Initiative |
| Time Frame | September 1, 2018- June-30, 2018 December 31, 2018 January 31, 2019 | January 1, 2018 September 1, 2018 June 30, 2018 August 31, 2018 March 31, 2019 | January 1, 2018 September 1, 2018– June 30, 2018 August 31, 2018 March 31, 2019* | January 1, 2018 September 1, 2018– Ongoing | January 1, 2018 September |
| Inputs/Resources | based content from Orlando, San Bernardino, and Charleston (or other attack sites, as appropriate), supplies | Staff and vendor support, technology, Steering Committee time and effort, media support/time | Staff and vendor support, technology, Steering Committee time and effort | Staff and vendor support, supplies, volunteers, technology | Staff support, time |
| Activity | materials from DHS) | Identify an approach for outreach to promote the program in the Greater Houston Region. | Recruit potential trainers/facilitators through Steering Committee agencies and other partners | Identify and vet trainers | Maintain certified trainer list |



| Progress Reporting (Complete for Progress Report Only) | |
|--|-------------------|
| Time Frame Anticipated Outh | , 2018– ngoing |
| | 1 C |
| Inputs/Resources | 0 |

OUTCOME 1 EVALUATION PLAN

| | | AMPAIRS HAND STANDARD BAND STANDARD BAND AND AND AND AND AND AND AND AND AND |
|---|--|---|
| Outcome Indicator(s) | Data Collection Method and Timeframe | Evaluation Results (Complete for Progress Report Only) |
| % of potential vetted trainers who have completed the train-the-trainer program and are certified to conduct youth or parent programs (or both) | Course rosters and certification lists; January 1, 2018 May 1, 2018—July December 31, 2018 September 1, 2018—March 31, 2019 | TBD |
| % of certified trainers who have effectively conducted at least 1 training event to positive reviews | Training course data and evaluations; January 1, 2018 May 1, 2018—July December 31, 2018 September 1, 2018 – March 31, 2019 | TBD |
| CONTRACTOR OF THE PROPERTY OF | *************************************** | Maria La Caracteria de Cara |

*Dates adjusted due to procurement delays and Hurricane Harvey recovery. We expect to have an executed contract before August 15, 2018. Our procurement process is nearly complete, and we expect to receive City Council approval in late July or early August.

OUTCOME 2: Increase community engagement and resource awareness to counter violent extremism through participation in scenariodriven workshops and events and resource awareness.

Mid-Term Outcome 2.2: Increase access and knowledge of support resources and services to parents with at-risk youth Mid-Term Outcome 2.3: Enhance educational opportunities for youth specific to countering violent extremism in the Houston Urban Area Mid-Term Outcome 2.1: Increase public engagement through implementation of comprehensive communications plan

OUTCOME 2 IMPLEMENTATION PLAN

| Activity | Inputs/Resources | Time Frame | Anticinated Outputs | Progress Reporting |
|--|--|---|---|---|
| Identify engagement opportunities fhrough existing youth and parent programs and partnerships. | Staff and vendor support, technology, Steering Committee time and effort | January May September 1, 2018 – June 30, 2018 July 31, 2019* | Engagement roster of agencies and groups | (Complete for Frogress Report Only) No progress as of this report. |
| Develop evaluation survey for curriculum and trainer/facilitator | Staff and vendor support, technology, Steering Committee time and effort | May September 1, 2018-August December 31, 2018 | 2 survey instruments | No progress as of this report. |
| Conduct pilot workshop for youth program, matching appropriate trainer w/ appropriate group | Staff and vendor support, technology, supplies | July October 1, 2018 – August December 31, 2018 | Workshop materials; workshop outcomes and evaluations (1 workshop) | No progress as of this report. |
| Conduct pilot workshop for parents program, matching appropriate trainer w/ appropriate group | Staff and vendor support, technology, supplies | July October 1, 2018 – August December 31, 2018 | Workshop materials; workshop outcomes and evaluations (1 workshop) | No progress as of this report. |
| Revise/adjust programs to account for pilot feedback | Staff and vendor support, technology, supplies | September 1, 2018— October 31, 2018 January 1, 2019— February 28, 2019 | Enhanced curriculum | No progress as of this report. |

6

| Progress Reporting (Complete for Progress Report Only) | Ž | The state of the s |
|--|---|--|
| Time Frame Anticipated Outputs | Workshop materials; workshop outcomes and evaluations (12-6 workshops) | |
| Time Frame | November 1, 2018—July 31,2019 March 1, 2019—July 31,2019 | |
| Inputs/Resources | Staff and vendor support, technology, supplies | |
| Activity | Conduct workshops in region, matching appropriate trainer w/ appropriate group | |



11

OUTCOME 2 EVALUATION PLAN

| Óutcome Indicator(s) | Data Collection Method and Timeframe | Evaluation Results (Complete for Progress Report Only) |
|---|---|---|
| % increase in score from pre-test to post-test in workshops | Test results – review by trainer at the beginning and end of each workshop and monthly consolidated through the program | TBD |
| % of workshop reviews that are positive (avg 4/5 out of 5) | Summary survey of workshop (both at the end of each workshop and consolidated monthly across the program) | TBD |
| % of trainer/facilitator reviews that are positive (avg 4/5 out of 5) | Summary survey of (both at the end of each workshop and consolidated monthly across the program) | |
| # of social media engagement (likes, retweets, impressions) | Tallied from social media sources (e.g., Twitter, Facebook), measured monthly throughout program performance period | TBD |

*Dates adjusted due to procurement delays and Hurricane Harvey recovery.

APPENDIX A: RISK MANAGEMENT PLAN

economic, social, or political changes; changes to planned partnerships; legal or compliance changes; or other risks unique to this project. Use the objectives, primarily those originating externally and that are outside of the organization's control. Risks could include, but are not limited to: The following risk assessment chart is designed to assist in the identification of potential occurrences that would impact achieving project chart below to identify these risks; add additional rows if necessary.

| Risk Management Plan (plan to minimize the impact that the risk presents to the project and adjustments to be made if the risk transpires) | Conduct media campaign; get ahead of the message. Respond swiftly and effectively to media inquiries regarding the program. | - Request expedited processing of purchasing requests due to the limited performance period of this grant. | - Include partners who do not have emergency roles as back-ups on the Steering Committee for those who do As a last resort, request an extension if project risk cannot be mitigated. |
|--|--|---|---|
| Risk Analysis (brief assessment of the impact the identified risk could/would have on the project) | Negative public perception could reduce participation in all phases of the program, reducing the number of trainers and program participants. | Procurement policies in Strategic Purchasing can result in startup delays. DHS and City Officials recommended that the City proceed with a competitive bid process in the fall of 2017. The City's procurement process is lengthy, and from the time a scope of work is developed until a contract is awarded can take 9 months or more. Contract negotiations required additional time with procurement staff, and procurement was delayed another 3 months. | A disaster in the Greater Houston region could result in reduced support for the program from participants and Steering Committee members. |
| Likelihood of Risk Occurring (low/medium/high) | Medium | Medium | Medium |
| Risk Identiffed | Negative public perception of the Houston CVE Training and Engagement Initiative | City of Houston procurement delays in selecting vendor | Significant disaster impacts region, shifting focus from project to disaster response and recovery |

Notes:

The City of Houston has requested DHS consider a 6-month extension to this award, given the impacts of Hurricane Harvey, and the recommendation to competitively procure professional services – a lengthy process in the City of Houston.

| Project Output | Output Detail | Date Participant Type 1 | Participant Type 2 (If Number necessary) | Participant Type 3 (If Number necessary) Nu | Participant Type 4 (If Number necessary) | All Other Number Participants | Total Participants ts or Audience |
|---|--|--|---|---|---|----------------------------------|---|
| Mentoring session | EXAMPLE: Session 2 of Family mentoring Program | 1/5/2018 Young Adult/Student | Parent of Youth or Young 15 Adult (Ages 12-26) | . 21 | | | 30 |
| Recreation/sports/cultural event | EXAMPLE: Community Potluck Kickoff Meeting | 1,721/2018 Young Adult/Student | 20 Police/Low Enforcement | Parent of Youth or Young 10 Adult (Ages 12-26) | Teachers/School staff / 7 Educators | 10 | 47 |
| Training curriculum | EXAMPLE: Community Awareness and Engagement training completed | 1/30/2018 | | | | | 0 |
| Education/ training/ skill development / workshop | EXAMPLE: Community Awareness and Engagement training conducted in Springfield | 2/5/2018 General Community Audience | Faith Leaders/ Religious 25 leaders | 5 Social Service Providers | 4 Activists/Advocates | m | 4 41 |
| Newsletter Larvening of Advisory | EXAMPLE: Email newsletter sent to stakeholders | Parent of Youth or Young Adult (Ages 1/15/2018 12-26) | 200 Police/Low Enforcement | 50 Mental Health Providers | Foith Leaders/ Religious 20 leaders | 15 | 40 325 |
| Group/Community Coalition/Subject Matter Experts | Initial Steering Committee Meeting | Government Representatives (Local, 9/13/2018 State, Federal, Tribal) | 4 Activists/Advocates | Mental/Behavioral Health 3 Providers | Faith Leaders/ Religious 2 leaders | 8 | 3 14 |

| Digital Curant | Cursus denail | Unique or included Elsewhere | d | Date TOTAL Lunnched ENGAGENERY | | le: Total r of | WEESTE Total FACEBOOK Total number of Uniber of Uniber of Inniber of Number | FACEBOOK DOK: Tetal rrof number of Posts | FACEBOOK Total number of Shares | FACEBOOK FACEBOOK FACEBOOK Total number Total Total fumi of Shares Impressions of Liber | FACEBOOK TATE TO THE STATE OF T | 2.5 | CEBOOK: dshtag tile |
|---|--|--|--|--------------------------------|-----------|-------------------|---|---|---------------------------------------|---|--|-----|------------------------|
| Specific Content hasted on Main Website | New Video fratuing Jone Smith posted to umerkansforpeace.org | included in other entry (please specify) | included in other Captured in social media medica for Americans for entry (please Peace and website analytics for omericans formercang | 1/15/2018 | 8,810.00 | 2500 | 1200 | | | | | | |
| Mala Websire | web analytics for americansforpeace, or a | Unique | NA | 8/15/2017 | 18,000.00 | 30000 | 8000 | | | | | | |
| Coordinated Composign | Activity using various platforms of Americans for reace broad | Unique | P\$P | \$/15/2017 | 27,510.00 | | | 2000 | 15 1500 | 0000 | 1200 | | |
| Ahoshtaq | funtresforpeace compolga for memorial day | Unique | | 8/28/2018 | 17,300.00 | | | | | | | | 1500 |
| Other (specify) | Periscope town half for holidays | Unique | | | 3,500.00 | | | | | | | | |

| nutuno letigio | pesaj andario | 8 | Description Caunched ROGENETT Followers of Reports Intracelors (17ther number 10 febre 12 from Followers Hosting use Engagement | Date TOTAL Laurched ENGAGEMENT | INSTA L NUM GEMENT FORD | AGRAM: INSTAGRA ber of Total numi wers of Posts | VI: INSTAGRA Ner: Total num of Reposts | M: INSTAGE ber Total Impressi | AM: INSTAGRA Total num ons of 'Ukes' | INSTAGRAM: NOTAGRAM: INSTAGRAM: INSTAGRAM: INSTAGRAM: INSTAGRAM: Total number of Total number of Total number of Reports Impressions of Taken Impressions of | INSTACRAM: AGRAM: Total shing use Engagement |
|---|---|--|---|-----------------------------------|----------------------------------|---|--|-------------------------------------|--|--|--|
| Specific Content hosted on Moin Website | New Video featuring Jone Smith posted to americansforpeace.org | included in other entry (please specify) | Captured In social media metitos for Americons for Peace and website onalytics for americansfarpeace.org | 1/15/2018 | 8,810.00 | | | | | | |
| Main Website | web analytics for omericansforpeace.org | Unique | NA | 8/15/2017 | 18,000.00 | | | | | | |
| Coordinated Campaign | Activity using various platforms of Americans for reace brand | Unique | NA | 5/15/2017 | 27,810.00 | 200 | 20 | 25 | 10000 | 0000 | |
| Hhashtag | #unitedforpeace campaign for memorial day | Unique | | 5/28/2018 | 17,300.00 | | | | 3000 | | 6600 |
| Other (specify) | Periscape town half for holidays | Unique | | | 3,500.00 | | | | | | |

| Dgfrai Output | Output Detail | Unique or includer Elsewhere | d Description | Date TOTAL Launched ENGAGE | Date TOTAL Number of Numbe | | TWITTER: Total Number of TWITTER: Total Retweets Impressions Likes' | oral TWITTER: TWITTER: TO #Hisching Use Engagement | TTER: Total |
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| Specific Content hosted on Main Website | New Vitieo featuring Jane Smith pasted to americansforpeace.o/g | included in other entry (please specify) | Captured in social media metilas for Americans for Peace and website analytics for omericansforpeace.org | 1/15/2018 | 8,810.00 | | | | |
| Main Website | web analytics for americansforpeace.org | Unique | NA | 8/15/2017 | 18,000.00 | | | | |
| Coordinated Campaign | Activity using various platforms of Americans for Peace brand | пинапе | NA | 8/15/2017 | 27,810.00 50 | 200 | | | |
| thoshag | Funitedforpeace campaign for memorial day | Unique | | 5/28/2018 | 17,300,00 | | 7500 | 200 | 6000 |
| Other (specify) | Periscope town hall for holidays | Unique | ! | | 3,500.00 | | | | |

| Describbon Laundries Programment Views Other Westers Other Westers Description Other Westers Description Other Westers Description | Captured in social media mente; for Americans for Peace and whethe analytics for americansforpates.org 12/5/2018 \$,510,40 5000 11.10 | 8/35/2017 18,000.00 | 8/15/7017 27.330,A0 | 5/28/2018 17/300.00 | 3,500.00 3300 Provisopo viewers 200 Subscribers |
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| Unique orindudes | included in other entry (ploase specify) | Unique | Unique | Unique | Unique |
| outsit beni | New Video featuring Jane Smith posted to americansjarpeace, arg | web onelytics for omericansfarpeace.org | Activity using various platforms of Americans far Peace brand | Hunkedforpeace compolgn for memorial day | Periscope town hall for holidays |
| andoo (apii) | Specific Content hasted on Main Website | Main Website | Coordinated Campaign | Hhashtog | Other (specify) |

| Partner Type | Detail | Number Existing | Number New | Total | |
|--|----------------|-----------------|------------|-------|---|
| Institutes of Higher Education | | | 1 | 0 | 1 |
| Activists/ Advocates | | * | 1 | 0 | 1 |
| Other CVE Grant Program Recipients | | | 2 | 0 | 2 |
| Faith/Religious Leaders | | | 2 | 1 | 3 |
| Local Government Service Providers | | | 3 | 0 | 3 |
| State Government Service Providers | | | 0 | 0 | 0 |
| Non-governmental Service Providers | | | 1 | 0 | 1 |
| Local Police/Law Enforcement Agencles | | | 2 | 0 | 2 |
| State Police/Law Enforcement Agencies | | | 0 | 0 | 0 |
| Federal Law Enforcement Agencies | | | 1 | 0 | 1 |
| Federal Agencies/Representatives - Non-L | aw Enforcement | | 1 | 0 | 1 |
| Cultural Organizations | | | 1 | 1 | 2 |
| Small Businesses | | | 0 | 1 | 1 |
| Large Businesses/Corporations | | | 1 | 0 | 1 |
| Social Media/Marketing/Tech Companies | | | 0 | 0 | 0 |
| Charities, Private Foundations | | | 5 | 0 | 5 |
| Schools | | | 0 | 1 | 1 |
| International Organizations/Foreign Govern | nments | | 0 | 0 | 0 |
| Key Influencers | | | 1 | 0 | 1 |

(P)

26

| ***Event*** Education/Training/Skill Development/Workshop Train-the-trainer Mentoring Session Symposium/Conference Community Outread or Engagement Recreation/Sports/Coutrail Event Convening of Advisory Group/Community Coalition/Subject Matter Experts Control Advisory Group/Community Coalition/Subject Matter Experts Coality Media Content Hooted Content Training Curriculum Control Materials | Other Material (specify) |
|--|--------------------------|
|--|--------------------------|

| ***Audience*** | Institutes of Higher Education | |
|--|--|---|
| Young Adult/Student | Activists/ Advocates | |
| Parent of Youth or Young Adult (Ages 12-26) | Other CVE Grant Program Recipients | |
| General Community Audience | Faith/Religious Leaders | Main Website |
| Police/Law Enforcement | Local Government Service Providers | Specific Content hosted on Main Website |
| Teachers/ School Staff / Educators | State Government Service Providers | #hashtag |
| Faith Leaders, Religious leaders | Non-governmental Service Providers | Coordinated Campaign |
| Youth Workers | Local Police/Law Enforcement Agencies | Single Platform Campaign |
| Mental/Behavioral Health Providers | State Police/Law Enforcement Agencies | Other (specify) |
| Social Service Providers | Federal Law Enforcement Agencies | |
| Other Service providers | Federal Agencies/Representatives - Non-Law Enforcement | |
| Public Health Professionals | Cultural Organizations | |
| Other Front Line Workers (non-government) | Small Businesses | |
| Other Front Line Workers (government) | Large Businesses/Corporations | |
| Government Representatives (Local, State, Federal, Tribal) | Social Media/Marketing/Tech Companies | |
| Neighborhood or Community Association Leader/Representative Charities, Private Foundations | Charities, Private Foundations | |
| Activists/Advocates | Schools | |
| Business Owners/Entrepreneurs | International Organizations/Foreign Governments | |
| Terrorism Victims/Survivors | Key Influencers | |
| Volunteers | Other (Please Specify) | |
| | | |

Unique Included in other entry (please specify)



Countering Violent Extremism (CVE) Grant Program (EMW-2016-CA-00158)

Federal Financial Report

8

Performance Progress Report

Quarter Ending: Dec 2018



Federal Emergency Management Agency Payment And Reporting System (PARS)



Main Grants

Main Menu | Help |

PARS Maintenance Browse Mode FFR/SF-425 **Grants Home**

Grants List

FFR/SF-425 Maintenance

Add FFR/SF-425

FEDERAL FINANCIAL REPORT

| | | | (Follow for | <u>m in</u> | structions) | | | | | |
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| Federal Agency and Organization Which Report is Submitted | nal Element | | eral Grant or Othe | | ntifying Number Assig Attachment) | ned by Fe | deral A | gency | | Page 1 of 1 |
| U.S. Department of Homeland S Federal Emergency Managemer | | | | ΕN | IW-2016-CA-00158 | | | | | |
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| e, respect organization (talis and | ounipole address | o investigates | Ę Ę | 01 E | STON, CITY OF BAGBY ST 10TH FLO STON, TX 77002 25 | | | | | |
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| 10. Transactions | · · · · · · · · · · · · · · · · · · · | | | | | | | | Ct | mulative |
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| Federal Cash (To report mult | ple grants | , also use | FFR Attachme | nt): | | | | | , | |
| a, Cash Receipts | | | | | • | | | | | 22443,83 |
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| e. Federal share of expenditures | Liinniinnn | | | | | | | | | 83671.25 |
| f. Federal share of unfiquidated of g. Total Federal share (sum of lin | | | • | | | | | | | 0.00] 83671.25 |
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| | | | | | | | | | | · |
| 13. Certification: By signing th any false, fictitious, or fraudul Section 1001) | | | | | | | | | | |
| a. Typed or Printed Name and Title | of Authorize | d Certifying | Official | | c. T | elephone (| Area c | ode, numbe | er and ext | ension) |
| Kimberly House, Division Manag | er | | | _ | 7 1 | 32-393-09 | 30 | | ······ | |
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| b/Signature of Authorized Certifying Official | e. Date Report Submitted (Month, Day, Year) 01/14/2019 |
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| 1 Change | 14. Agency use only: |
| MANUAL | Standard Form 425 OMB Approval Number: 0348-0061 Expiration Date: 10/31/2011 |

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

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PERFORMANCE PROGRESS REPORT SF-PPR

| | | | | | Page | of Pages | | | |
|--|---|------------------------|--|-----------------------|---|---------------------------------|--|--|--|
| 1.Federal Agency and Organization Element to Which Report is Submitted 2. Federal Grant or Other Identifying Number Assigned by Federal Agency | | | | | | 3a. DUNS Number 045761095 | | | |
| DHS-Countering Violent Ex Program (CVE) | 3b. EIN 746001164 | | | | | | | | |
| Program (CVE) 4. Recipient Organization (Name and complete address including zip code) | | | | | | lentifying Number | | | |
| City of Houston, Mayor's Office of Public Safety and Homeland Security 900 Bagby, 2nd Floor Houston, TX 77002 | | | | | | or Account Number 50000026-2018 | | | |
| 6. Project/Grant Period | 8. Final Report? Yes | | | | | | | | |
| Start Date: (Month, Day, Year) End Date: (Month, Day, Year) | | | (Month, Day, Year) | | 9. Report Frequency annual semi-annual | | | | |
| 08/01/2017 07/31/2019 | | | 12/31/2018 | | ✓ quarterly □ other (If other, describe:) | | | | |
| 10. Performance Narrative | 10. Performance Narrative (attach performance narrative as instructed by the awarding Federal Agency) | | | | | | | | |
| During this quarter, the City of Houston, through the contracted professional services vendor, has conducted: 2 Steering Committee meetings, 29 in-depth interview (IDI), 6 small group interviews (SGI), 20 meetings with key community resources, and 9 focus group sessions. Two members of the project team traveled to Denver, CO to view first-hand their CVE training sessions and community outreach efforts. | | | | | | | | | |
| Additionally, City of Houston staff continued research activities and administrative programmatic work for the Training and Engagement Initiative, research on domestic and international CVE programs, interviews with C\ experts, practitioners, academic experts, and intelligence analysts. | | | | | | | | | |
| 11. Other Attachments (attach other documents as needed or as instructed by the awarding Federal Agency) | | | | | | | | | |
| 12. Certification: I certify for performance of activity | to the best of m ties for the purpo | y knowle oses set f | dge and belief that orth in the award o | this repo document | ort is correct a s. | and complete | | | |
| 12a. Typed or Printed Name a | phone <i>(area code, number and</i> i) | | | | | | | | |
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| 12b. Signature of Authorized Certifying Official 12e. Da Year) | | | | | te Report Submitted <i>(Month, Day,</i> Jan. 29, 2019 | | | | |
| | 13. Agen | ncy use only | | | | | | | |
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OCP Project Implementation & Evaluation Plan

document when crafting your plan. Draft, in the box below, the overarching goal statement for the project. Following completion of the PIEP, each outcome in the PIEP, create an Implementation Plan table and an Evaluation Plan table. Please use the definitions provided in the PIEP guidance You should modify the Project Implementation & Evaluation Plan template to the number of outcomes your specific project requires. For each grantee is expected to complete the Risk Assessment & Mitigation Plan in Appendix A.

In the Implementation Plan table:

- Type each activity in a separate row; add as many rows as needed.
- Arrange activity rows chronologically by the start date of the activity.
- This PIEP should span both years of performance under this grant program.

In the Evaluation Plan table:

- Type each outcome indicator in a separate row.
- Include indicators that will help measure the impact resulting from the project; it is not necessary to have more than one indicator if that indicator sufficiently measures impact.
- Identify and/or design data collection methods to be used to obtain the data that will be reported on quarterly.
- Ensure attention to collection of data that can be broken down by sex and age of project participants or beneficiaries.

NOTE: Data collection methods should be specific and timebound. Any expenses incurred from the collection of data must come from the grant already awarded. No additional funds will be made available for evaluation by DHS OCP.

| Organization Name | City of Houston, Mayor's Office of Public Safety and Homeland Security |
|---------------------------------|---|
| Project Title | Houston Countering Violent Extremism (CVE) Training and Engagement Initiative |
| Grant Number | EMW-2016-CA-00158 |
| Grant Implementation Period: | August 1, 2017 – July 31, 2019 |
| Reporting Period: | Quarterly Report – October 1, 2018 – December 31, 2018 |



Project Goal Statement

The primary goal of the Houston CVE Training and Engagement Initiative is to develop a program that targets parents and youth and addresses violent extremism internally within the community. To achieve this goal the Houston Regional CVE Steering Committee must accomplish the following objectives:

- Establish a cadre of culturally competent trained community educators/facilitators to support CVE workshops for parents and youth.
- Increase parental engagement and understanding of radicalization, risk factors, and available social resources through community-based Empowered Parents workshops.
- Increase youth understanding and engagement through the Three Cities program, involving facilitated dialogue, scenario discussions, and critical thinking challenges.

Target Population

Per the application, the target audience for this initiative is the more than 810,000 youth of the Greater Houston region and nearly 1.5 million family households. The Houston Regional CVE Steering Committee will further refine the target population and demographics, as appropriate.

OUTCOME 1: Increase capacitation of the Houston CVE Training and Engagement initiative by building a sustainable approach to training implementation and program socialization.

Mid-Term Outcome 1.1: Increase Houston's regional capacity to counter violent extremism through the development of training tools, curricula, and guides.

Mid-Term Outcome 1.3: Enhance program sustainability through the development of a train-the-trainer program, with appropriate verting Mid-Term Outcome 1.2: Build community support for the program through all types of media via a structured communications strategy. and certification.

OUTCOME 1 IMPLEMENTATION PLAN

| Activity | Inputs/Resources | Time Frame | Anticipated Outputs | Progress Reporting (Complete for Progress Report Only) |
|--|--|---|--|--|
| Complete procurement/vendor selection ¹ | Scope of work; compliance with local, state, and federal procurement guidelines | August 1, 2017 – October 30, 2017 April 30, 2018* August 15, 2018 July 24, 2018 | Executed contract with selected vendor | Vendor selection complete. Project kickoff meeting (internal) was held on August 20, 2018, following City Council approval of the contract on July 24, 2018. |
| Convene Houston Regional CVE Steering Committee ² | Staff and vendor support, partner time and effort, supplies | August 1, 2017 May 1, 2018— July 31, September 15, 2018 September 15, 2018 September 13, 2018 | Meeting minutes and sign-in sheets; product reviews and feedback | Initial Steering Committee Meeting was held on September 13, 2018. |
| Develop Curricula and Videos (+ seek and receive approval on | Staff and vendor support; research and development, adapted workshop material from existing frameworks, new, scenario- | November 1, 2017 May | Empowered Parents Curriculum; Three Cities Curriculum; | Curriculum development is currently underway. |

¹ This task is relevant to all project outcomes, but it is the first step in project implementation.

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² This task is ongoing throughout the performance period of this grant as well as beyond for program sustainment.

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|--|--|---|---|---|--|
| Progress Reporting (Complete for Progress Report Only) | | Significant progress has been made in contacting a wide range of subject matter experts, religious and community leaders, and other service providers that could assist in promoting the program. | Potential trainers are being identified and recruited through community outreach and engagement efforts. | Several individuals are currently being vetted for roles as community trainers. | No progress as of this report. |
| Anticipated Outputs | Resource Guides; videos and media support | Communications/media plan; program branding, media package | List of contact information for 40 potential trainers | Roster of 20 trained trainers for the Initiative | Roster of 20 trained trainers for the Initiative |
| Time Frame | September 1, 2018- June 30, 2018 2018 December 31, 2018 January 31, 2019 | January 1, 2018 September 1, 2018– June 30, 2018 August 31, 2018 March 31, 2019* | January 1, 2018 September 1, 2018– June 30, 2018 August 31, 2018 March 31, 2019* | January 1, 2018 September 1, 2018– Ongoing | January 1, 2018 September |
| Inputs/Resources | based content from Orlando, San Bernardino, and Charleston (or other attack sites, as appropriate), supplies | Staff and vendor support, technology, Steering Committee time and effort, media support/time | Staff and vendor support, technology, Steering Committee time and effort | Staff and vendor support, supplies, volunteers, technology | Staff support, time |
| Activity | materials from DHS) | Identify an approach for outreach to promote the program in the Greater Houston Region. | Recruit potential trainers/facilitators through Steering Committee agencies and other partners | Identify and vet trainers | Maintain certified trainer list |

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| Anticipated Outputs | | |
| Time Frame | , 2018– Ingoing | |
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OUTCOME 1 EVALUATION PLAN

| Outcome Indicator(s) | Data Collection Method and Timeframe | Evaluation Results (Complete for Progress Report Only) |
|---|--|--|
| % of potential vetted trainers who have completed the train-the-trainer program and are certified to conduct youth or parent programs (or both) | Course rosters and certification lists; January 1, 2018 May 1, 2018 July December 31, 2018 September 1, 2018 – March 31, 2019 | TBD |
| % of certified trainers who have effectively conducted at least 1 training event to positive reviews | Training course data and evaluations; January 1, 2018 May 1, 2018 July December 31, 2018 September 1, 2018 – March 31, 2019 | TBD |

* Dates adjusted due to procurement delays and Hurricane Harvey recovery.

6

OUTCOME 2: Increase community engagement and resource awareness to counter violent extremism through participation in scenariodriven workshops and events and resource awareness.

Mid-Term Outcome 2.1: Increase public engagement through implementation of comprehensive communications plan Mid-Term Outcome 2.2: Increase access and knowledge of support resources and services to parents with at-risk youth Mid-Term Outcome 2.3: Enhance educational opportunities for youth specific to countering violent extremism in the Houston Urban Area

OUTCOME 2 IMPLEMENTATION PLAN

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|--|---|---|---|--|
| Activity | Inputs/Resources | Time Frame | Anticipated Outputs | Progress Reporting (Complete for Progress Report Only) |
| Identify engagement opportunities through existing youth and parent programs and partnerships. | Staff and vendor support, technology, Steering Committee time and effort | January May September 1, 2018 – June 30, 2018 July 31, 2019* | Engagement roster of agencies and groups | List of opportunities, when identified through the community outreach efforts, is being complied for future use. |
| Develop evaluation survey for curriculum and trainer/facilitator | Staff and vendor support, technology, Steering Committee time and effort | May September 1, 2018-August December 31, 2018 January 31, 2019 | 2 survey instruments | No progress as of this report. |
| Conduct pilot workshop for youth program, matching appropriate trainer w/ appropriate group | Staff and vendor support, technology, supplies | July October 1, 2018 – August December 31, 2018 March 31, | Workshop materials; workshop outcomes and evaluations (1 workshop) | No progress as of this report. |
| Conduct pilot workshop for parents program, matching appropriate trainer w/ appropriate group | Staff and vendor support, technology, supplies | July October 1, 2018 – August December 31, 2018 March 31, 2019 | Workshop materials; workshop outcomes and evaluations (1 workshop) | No progress as of this report. |
| Revise/adjust programs to account for pilot feedback | Staff and vendor support, technology, | September 1; 2018— | Enhanced curriculum | No progress as of this report. |

| Progress Reporting (Complete for Progress Report Only) | | No progress as of this report. | |
|--|---|--|--|
| Anticipated Outputs | | Workshop materials; workshop outcomes and evaluations (12- 6 workshops) | |
| Time Frame | October 31, 2018 January 1, 2019 February 28, 2019 April 30, 2019 | November 1, 2018—July 31, 2019 March 1, 2019—July 31, 2019 | |
| Inputs/Resources | supplies | Staff and vendor support, technology, supplies | To the state of th |
| Activity | | Conduct workshops in region, matching appropriate trainer w/ appropriate group | ADDRESS OF THE PROPERTY OF THE |

OUTCOME 2 EVALUATION PLAN

| Outcome Indicator(s) | Data Collection Method and Timeframe | Evaluation Results (Complete for Progress Report Only) |
|---|---|--|
| % increase in score from pre-test to post-test in workshops | Test results – review by trainer at the beginning and end of each workshop and monthly consolidated through the program | TBD |
| % of workshop reviews that are positive (avg 4/5 out of 5) | Summary survey of workshop (both at the end of each workshop and consolidated monthly across the program) | TBD |
| % of trainer/facilitator reviews that are positive (avg 4/5 out of 5) | Summary survey of (both at the end of each workshop and consolidated monthly across the program) | |
| # of social media engagement (likes, retweets, impressions) | Tallied from social media sources (e.g., Twitter, Facebook), measured monthly throughout program performance period | TBD |

*Dates adjusted due to procurement delays and Hurricane Harvey recovery.

APPENDIX A: RISK MANAGEMENT PLAN

economic, social, or political changes; changes to planned partnerships; legal or compliance changes; or other risks unique to this project. Use the objectives, primarily those originating externally and that are outside of the organization's control. Risks could include, but are not limited to: The following risk assessment chart is designed to assist in the identification of potential occurrences that would impact achieving project chart below to identify these risks; add additional rows if necessary.

| Risk Identified | Likelihood of Risk Occurring (low/medium/high) | Risk Analysis (brief assessment of the impact the identified risk could/would have on the | Risk Management Plan (plan to minimize the impact that the risk presents to the project and adjustments to be made if the risk fransmires) |
|--|--|---|---|
| Negative public perception of the Houston CVE Training and Engagement Initiative | Medium | Negative public perception could reduce participation in all phases of the program, reducing the number of trainers and program participants. | Conduct media campaign; get ahead of the message. Respond swiftly and effectively to media inquiries regarding the program. |
| City of Houston procurement delays in selecting vendor | Medium | Procurement policies in Strategic Purchasing can result in startup delays. DHS and City Officials recommended that the City proceed with a competitive bid process in the fall of 2017. The City's procurement process is lengthy, and from the time a scope of work is developed until a contract is awarded can take 9 months or more. Contract negotiations required additional time with procurement staff, and procurement was delayed another 3 months. | - Request expedited processing of purchasing requests due to the limited performance period of this grant. |
| Significant disaster impacts region, shifting focus from project to disaster response and recovery | Medium | A disaster in the Greater Houston region could result in reduced support for the program from participants and Steering Committee members. | Include partners who do not have emergency roles as back-ups on the Steering Committee for those who do. As a last resort, request an extension if project risk cannot be mitigated. |

Notes:

The City of Houston has requested DHS consider a 6-month extension to this award, given the impacts of Hurricane Harvey, and the recommendation to competitively procure professional services – a lengthy process in the City of Houston.

| Project Output | Output Detail | Date Participant Type 1. | Participant Type 2 (if Number necessary) | Participant Type 3 (If Number necessary) N | Participant Type 4 (if Number necessary) | All Other Number Participants | Total Participants nts or Audience | ** 41 |
|---|--|--|---|---|---|----------------------------------|--|-------|
| Mentoring session | EXAMPLE: Session 2 of Family mentoring Program | 1/5/2018 Young Adult/Student | Parent of Youth or Young 15 Adult (Ages 12-26) | 25 | | | | 30 |
| Recreation/sports/cultural event | EXAMPLE: Community Potluck Kickoff Meeting | 1/21/2018 Young Adult/Student | 20 Police/Law Enforcement | Parent of Youth or Young 10 Adult (Ages 12-26) | Teachers/School staff/ 7 Educators | 10 | | 4 |
| Training curriculum | EXAMPLE: Community Awareness and Engagement training completed | 1/30/2018 | | | | | | 0 |
| Education/ training/ skill development / workshop | EXAMPLE: Community Awareness and Engagement training conducted in Springfield | 2/5/2018 General Community Audience | Faith Leaders/ Religious 25 leaders | 5 Social Service Providers | 4 Activists/Advocates | m | 4 | 4 |
| Newsletter | EXAMPLE: Email newsletter sent to stakeholders | Parent of Youth or Young Adult (Ages 1/15/2018 12-26) | 200 Police/Law Enforcement | 50 Mental Health Providers | Faith Leaders/ Religious 20 Teaders | 15 | 3 | 325 |
| Group/Community Coalition/Subject Matter Experts | t Initial Steering Committee Meeting | Government Representatives (Local, 9/13/2018 State, Federal, Tribal) | 4 Activists/Advocates | Mental/Behavioral Health 3 Providers | Faith Leaders/ Religious 2 leaders | М | m | 7 |

| Digital Output | Output Detail | Unique or Included Efsewhere | Description | Date Launched | Date TOTAL Launched ENGAGEMENT |
|---|--|---|---|------------------|--------------------------------|
| Specific Content hosted on Main Website | New Video featuring Jane Smith posted to americansforpeace.org | Included in other entry (please specify) | Captured in social media metrics for Americans for Included in other Peace and website analytics for entry (please specify) americansforpeace.org | 1/15/2018 | 8,810.00 |
| Main Website | web analytics for americansforpeace.org | Unique | NA | 8/15/2017 | 18,000.00 |
| Coordinated Campaign | Activity using various platforms of Americans for Peace brand Unique | l Unique | NA | 8/15/2017 | 27,810.00 |
| #hashtag | #unitedforpeace campaign for memorial day | Unique | | 5/28/2018 | 17,300.00 |
| Other (specify) | Periscope town hall for holidays | Unique | | | 3,500.00 |

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| Partner Type | Detail | Number Existing | Number New | Total | |
|--|-----------------------------|-----------------|------------|-------|---|
| Institutes of Higher Education | | | 1 | 2 | 3 |
| Activists/ Advocates | | | 1 | 1 | 2 |
| Other CVE Grant Program Recipients | | | 2 | 1 | 3 |
| Faith/Religious Leaders | | | 3 | 0 | 3 |
| Local Government Service Providers | | | 3 | 0 | 3 |
| State Government Service Providers | | | 0 | 0 | 0 |
| Non-governmental Service Providers | | | 1 | 0 | 1 |
| Local Police/Law Enforcement Agencies | | | 2 | 0 | 2 |
| State Police/Law Enforcement Agencies | | | 0 | 0 | 0 |
| Federal Law Enforcement Agencies | | | 1 | 0 | 1 |
| Federal Agencies/Representatives - Non-La | aw Enforcement | | 1 | 0 | 1 |
| Cultural Organizations | | | 2 | 0 | 2 |
| Small Businesses | | | 1 | 0 | 1 |
| Large Businesses/Corporations | | | 1 | 0 | 1 |
| Social Media/Marketing/Tech Companies | | | 0 | 0 | 0 |
| Charities, Private Foundations | | | 5 | 0 | 5 |
| Schools | | | 1 | 1 | 2 |
| International Organizations/Foreign Govern | ments | | 0 | 0 | 0 |
| Key Influencers | | | 1 | 0 | 1 |
| Other (Please Specify) | Mental Health Professionals | | 0 | 1 | 1 |

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| Education/Training/Skill Development/Workshop |
| Train-the-trainer |
| Mentaring Session |
| Symposium/Conference |
| Community Outreach or Engagement |
| Recreation/Sports/Cultural Event |
| Convening of Advisory Group/Community Coalition/Subject Matter Experts |
| Other Event (Specify) |
| *** Materials Produced*** |
| Newsletter |
| Website Content |
| Hosted Content |
| Social Media Campaign Launched |
| Training Curriculum |
| Outreach Materials |
| Other Material (cnerify) |

| ***Audience*** | Institutes of Higher Education | |
|--|--|---|
| Young Adult/Student | Activists/ Advocates | |
| Parent of Youth or Young Adult (Ages 12-26) | Other CVE Grant Program Recipients | |
| General Community Audience | Faith/Religious Leaders | Main Website |
| Police/Law Enforcement | Local Government Service Providers | Specific Content hosted on Main Website |
| Teachers/ School Staff / Educators | State Government Service Providers | #hashtag |
| Faith Leaders/ Religious leaders | Non-governmental Service Providers | Coordinated Campaign |
| Youth Workers | Local Police/Law Enforcement Agencies | Single Platform Campaign |
| Mental/Behavioral Health Providers | State Police/Law Enforcement Agencies | Other (specify) |
| Social Service Providers | Federal Law Enforcement Agencies | |
| Other Service providers | Federal Agencies/Representatives - Non-Law Enforcement | |
| Public Health Professionals | Cultural Organizations | |
| Other Front Line Workers (non-government) | Small Businesses | |
| Other Front Line Workers (government) | Large Businesses/Corporations | |
| Government Representatives (Local, State, Federal, Tribal) | Social Media/Marketing/Tech Companies | |
| Neighborhood or Community Association Leader/Representative Charities, Private Foundations | Charities, Private Foundations | |
| Activists/Advocates | Schools | |
| Business Owners/Entrepreneurs | International Organizations/Foreign Governments | |
| Terrorism Victims/Survivors | Key Influencers | · |
| Volunteers | Other (Please Specify) | |

Unique Included in other entry (please specify)

Countering Violent Extremism (CVE) Grant Program (EMW-2016-CA-00158)

Federal Financial Report

8

Performance Progress Report

Quarter Ending: Mar 2019



Federal Emergency Management Agency Payment And Reporting System (PARS)



Main Grants

PARS Maintenance
Grants Home
Grants List

FFR/SF-425 Maintenance
Browse Mode FFR/SF-425 Add FFR/SF-425

FEDERAL FINANCIAL REPORT

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PERFORMANCE PROGRESS REPORT SF-PPR

| | | | | | Page | ot Pages |
|---|--|------------------------------------|---|------------------------------------|--------------------------------|--|
| 1.Federal Agency and Organiz | zation Element to | | al Grant or Other Identit Assigned by Federal Ag | | 3a. DUNS Nu 045761095 | |
| DHS-Countering Violent Ex Program (CVE) | dremism Grant | EMW-20 |)16-CA-00158 | - | 3b. EIN 746001164 | |
| 4. Recipient Organization (Na | | | uding zip code) | "" | | dentifying Number |
| City of Houston, Mayor's O 900 Bagby, 2nd Floor Houston, TX 77002 | ffice of Public Safe | ety and H | omeland Security | ٠ | or Account Nu 50000026-20 | |
| 6. Project/Grant Period | | | 7. Reporting Period E | nd Date | 8. Final Repor | rt? 🖸 Yes ② No |
| Start Date: (Month, Day, Year) | End Date: (Month, E | Day, Year) | (Month, Day, Year) | | 9. Report Fred | |
| 08/01/2017 | 07/31/2019 | | 03/31/2019 | | ✓ quarterly (If other, desc | ☐ other |
| 10. Performance Narrative | : (attach perfo | rmance n | arrative as instructed | by the au | varding Feder | ral Agency) |
| During this quarter, the City Steering Committee meeting Additionally, City of Houstor Training and Engagement In experts, practitioners, acade | gs, 4 training currin staff continued r nitiative, research | iculum rev esearch a on dome | view meetings, 2 mee activities and administ stic and international | etings with trative pro | n key commun ogrammatic wo | ork for the |
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| George T. Buenik | | | | extension) 832-393-0 | | |
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| | | | 9 | george.bu | enik@housto | ntx.gov |
| 12b: Signature of Authorized | Certifying Official | | | 12e, Date <i>Year)</i> 04//3 | Report Submit 0/2019 | ted <i>(Month, Day,</i> |
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| | | | Participant Type 2 (If | Participant Type 3 (1f | | Participant Type 4 (If | Allo | All Other Pa | Participants |
|--|--|--|---|---|-------------------------|-------------------------------------|---------------------|--------------|--------------|
| Project Output | Output Detail | Date Participant Type 1 | Number necessary) Nu | Number necessary) | Number necessary) | | Number Participants | icipants or | or Audience |
| Mentoring session | EXAMPLE: Session 2 of Family mentoring Program | 1/5/2018 Young Adult/Student | Parent of Youth or Young 15 Adult (Ages 12-26) | 15 | | | | | 30 |
| Recreation/sports/cultural event | EXAMPLE: Community Potluck Kickoff Meeting | 1/21/2018 Young Adult/Student | 20 Police/Law Enforcement | Parent of Youth or Young 10 Adult (Ages 12-26) | 7 | Teachers/School staff/ Educators | 10 | | 47 |
| Training curriculum | EXAMPLE: Community Awareness and Engagement training completed | 1/30/2018 | | | | | | | ۵ |
| Education/training/skill development/workshop | EXAMPLE: Community Awareness and Engagement training conducted in Springfield | 2/5/2018 General Community Audience | Faith Leaders/ Religious 25 leaders | 5 Social Service Providers | 4 Activii | 4 Activists/Advocates | m | 4 | 17 |
| Newsletter | EXANPLE: Email newsletter sent to stakeholders | Parent of Youth or Young Adult (Ages 1/15/2018 12-26) | 200 Police/Law Enforcement | 50 Mental Health Providers | Foith Lea 20 leaders | Faith Leaders/ Religious Jeaders | 25 | 04 | 325 |
| Group/Community Coalition/Subject | Initial Steering Committee Meeting | Government Representatives (Local, 9/13/2018 State, Federal, Tribal) | 4 Activists/Advocates | Mental/Behavioral Health | 2 | Faith Leaders/ Religious leaders | 7 | m | 14 |

Total

(93)

| Partner Type | Detail | Number Existing | Number New | Total | |
|---|-----------------------------|-----------------|------------|-------|---|
| Institutes of Higher Education | | | 3 | | 3 |
| Activists/ Advocates | | | 2 | 2 | 4 |
| Other CVE Grant Program Recipients | | | 3 | | 3 |
| Faith/Religious Leaders | | | 3 | 1 | 4 |
| Local Government Service Providers | | | 3 | | 3 |
| State Government Service Providers | | | 0 | | 0 |
| Non-governmental Service Providers | | | 1 | 2 | 3 |
| Local Police/Law Enforcement Agencies | | | 2 | | 2 |
| State Police/Law Enforcement Agencies | | | 0 | | 0 |
| Federal Law Enforcement Agencies | | | 1 | | 1 |
| Federal Agencies/Representatives - Non-Law Enforcem | ent | | 1 | | 1 |
| Cultural Organizations | | | 2 | | 2 |
| Small Businesses | | | 1 | | 1 |
| Large Businesses/Corporations | | | 1 | | 1 |
| Social Media/Marketing/Tech Companies | | | 0 | | 0 |
| Charities, Private Foundations | | | 5 | | 5 |
| Schools | | | 2 | 3 | 5 |
| International Organizations/Foreign Governments | | | 0 | | 0 |
| Key Influencers | | | 1 | | 1 |
| Other (Please Specify) | Mental Health Professionals | | 1 | | 1 |

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| Event. | |
|--|---|
| Education/Training/Skill Development/Workshop | |
| Train-the-trainer | |
| Mentoring Session | |
| Symposium/Conference | |
| Community Outreach or Engagement | |
| Recreation/Sports/Cultural Event | |
| Convening of Advisory Group/Community Coalition/Subject Matter Experts | ы |
| Other Event (Specify) | |
| ***Materials Produced*** | |
| Newsletter | |
| Website Content | |
| Hosted Content | |
| Social Media Campaign Launched | |
| Training Curriculum | |
| Outreach Materials | |
| Other Material (specify) | |

| | | ſ |
|--|--|---|
| | Institutes of Higher Education | |
| | Activists/ Advocates | |
| Parent of Youth or Young Adult (Ages 12-26) | Other CVE Grant Program Recipients | |
| | Faith/Religious Leaders | Main Website |
| | Local Government Service Providers | Specific Content hosted on Main Website |
| | State Government Service Providers | #hashtag |
| | Non-governmental Service Providers | Coordinated Campaign |
| | Local Police/Law Enforcement Agencies | Single Platform Campaign |
| | State Police/Law Enforcement Agencies | Other (specify) |
| • | Federal Law Enforcement Agencies | |
| • | Federal Agencies/Representatives - Non-Law Enforcement | |
| | Cultural Organizations | |
| Other Front Line Workers (nan-government) | Small Businesses | |
| | Large Businesses/Corporations | |
| Government Representatives (Local, State, Federal, Tribal) | Social Media/Marketing/Tech Companies | |
| Leader/Representative | Neighborhood or Community Association Leader/Representative Charities, Private Foundations | |
| | Schools | |
| • | International Organizations/Foreign Governments | |
| | Key Influencers | |
| | Other (Please Specify) | |

Unique Included in other entry (please specify)

OCP Project Implementation & Evaluation Plan

document when crafting your plan. Draft, in the box below, the overarching goal statement for the project. Following completion of the PIEP, each outcome in the PIEP, create an Implementation Plan table and an Evaluation Plan table. Please use the definitions provided in the PIEP guidance You should modify the Project Implementation & Evaluation Plan template to the number of outcomes your specific project requires. For each grantee is expected to complete the Risk Assessment & Mitigation Plan in Appendix A.

In the Implementation Plan table:

- Type each activity in a separate row; add as many rows as needed.
- Arrange activity rows chronologically by the start date of the activity.
- This PIEP should span both years of performance under this grant program.

In the Evaluation Plan table:

- Type each outcome indicator in a separate row.
- Include indicators that will help measure the impact resulting from the project; it is not necessary to have more than one indicator if that indicator sufficiently measures impact.
- Identify and/or design data collection methods to be used to obtain the data that will be reported on quarterly.
- Ensure attention to collection of data that can be broken down by sex and age of project participants or beneficiaries.

NOTE: Data collection methods should be specific and timebound. Any expenses incurred from the collection of data must come from the grant already awarded. No additional funds will be made available for evaluation by DHS OCP.

| Organization Name | City of Houston, Mayor's Office of Public Safety and Homeland Security |
|---------------------------------|---|
| Project Title | Houston Countering Violent Extremism (CVE) Training and Engagement Initiative |
| Grant Number | EMW-2016-CA-00158 |
| Grant Implementation Period: | August 1, 2017 – July 31, 2019 |
| Reporting Period: | Quarterly Report – January 1, 2019 – March 31, 2019 |

Project Goal Statement

The primary goal of the Houston CVE Training and Engagement Initiative is to develop a program that targets parents and youth and addresses violent extremism internally within the community. To achieve this goal the Houston Regional CVE Steering Committee must accomplish the following objectives:

- Establish a cadre of culturally competent trained community educators/facilitators to support CVE workshops for parents and youth.
- Increase parental engagement and understanding of radicalization, risk factors, and available social resources through community-based Empowered Parents workshops.
- Increase youth understanding and engagement through the Three Cities program, involving facilitated dialogue, scenario discussions, and critical thinking challenges.

Target Population

Per the application, the target audience for this initiative is the more than \$10,000 youth of the Greater Houston region and nearly 1.5 million family households. The Houston Regional CVE Steering Committee will further refine the target population and demographics, as appropriate.

OUTCOME 1: Increase capacitation of the Houston CVE Training and Engagement initiative by building a sustainable approach to training implementation and program socialization.

Mid-Term Outcome 1.1: Increase Houston's regional capacity to counter violent extremism through the development of training tools, curricula, and guides.

Mid-Term Outcome 1.3: Enhance program sustainability through the development of a train-the-trainer program, with appropriate vetting Mid-Term Outcome 1.2: Build community support for the program through all types of media via a structured communications strategy. and certification.

OUTCOME 1 IMPLEMENTATION PLAN

| Progress Reporting (Complete for Progress Report Only) | Vendor selection complete. Project kickoff meeting (internal) was held on August 20, 2018, following City Council approval of the contract on July 24, 2018. | Initial Steering Committee Meeting was held on September 13, 2018. | Curriculum development is currently underway. |
|--|--|--|--|
| Anticipated Outputs | Executed contract with selected vendor | Meeting minutes and sign-in sheets; product reviews and feedback | Empowered Parents Curriculum; Three Cities Curriculum; |
| Time Frame | August 1, 2017 – October 30, 2017 April 30, 2017 August 15, 2018 Ish 24, 2018 | August 1, 2017 May 1, 2018 July 31, September 15, 2018 September 15, 2018 September 13, 2018 | November 1, 2017 May |
| Inputs/Resources. | Scope of work; compliance with local, state, and federal procurement guidelines | Staff and vendor support, partner time and effort, supplies | Staff and vendor support; research and development, adapted workshop material from existing frameworks, new, scenario- |
| Activity | Complete procurement/vendor selection ¹ | Convene Houston Regional CVE Steering Committee ² | Develop Curricula and Videos (+ seek and receive approval on |

¹ This task is relevant to all project outcomes, but it is the first step in project implementation.

as beyond for ² This task is ongoing throughout the performance period of this grant as well program sustainment.

| Activity | Inputs/Resources | Time Frame | Anticipated Outputs | Progress Reporting (Complete for Progress Report Only) |
|--|--|---|---|---|
| materials from DHS) | based content from Orlando, San Bernardino, and Charleston (or other attack sites, as appropriate), supplies | September 1, 2018- June 30, 2018 2018 December 31, 2018 January 31, 2019 June 1, 2019 | Resource Guides; videos and media support | |
| Identify an approach for outreach to promote the program in the Greater Houston Region. | Staff and vendor support, technology, Steering Committee time and effort, media support/time | January 1, 2018 September 1, 2018– June 30, 2018 August 31, 2018 March 31, 2019* | Communications/media plan; program branding, media package | Significant progress has been made in contacting a wide range of subject matter experts, religious and community leaders, and other service providers that could assist in promoting the program. |
| Recruit potential trainers/facilitators through Steering Committee agencies and other partners | Staff and vendor support, technology, Steering Committee time and effort | January 1, 2018 September 1, 2018– June 30, 2018 August 31, 2018 March 31, 2019* | List of contact information for 40 potential trainers | Potential trainers have been identified and recruited through community outreach and engagement efforts. |
| Identify and vet trainers | Staff and vendor support, supplies, volunteers, technology | January 1, 2018 September 1, 2018– Ongoing | Roster of 20 trained trainers for the Initiative | 20+ individuals are currently being vetted for roles as community trainers. |
| Maintain certified | Staff support, time | January 1, | Roster of 20 trained | No progress as of this report. |

| Activity | Inputs/Resources | Time Frame | Anticipated Outputs | Reporting |
|--------------|------------------|------------------------|---------------------|-------------------------------------|
| | | | | (Complete for Progress Keport Only) |
| trainer list | | 2018 | trainers for the | |
| | | September Initiative | Initiative | |
| | | 1, 2018- | | |
| | | Ongoing | | |

OUTCOME 1 EVALUATION PLAN

| Outcome Indicator(s) % of potential vetted trainers who have certified to conduct youth or parent programs (or both) % of certified trainers who have effectively conducted at least 1 training event to positive serving the trainers who have effectively training event to positive serving trainers who have effectively training event to positive trainers who have effectively training event to positive trainers who have effectively training event to positive training event train | THE RESERVE THE PROPERTY OF TH |
|--|--|
| otential vetted trainers who have eted the train-the-trainer program and are ed to conduct youth or parent programs (or et to conduct who have effectively certified trainers who have effectively octed at least 1 training event to positive | a Collection Method and (Complete for Progress Report Only) |
| ę. | 2018 May 1, 2018 July -31, 2018 — April 30, 2019 |
| December 31, 2018 September 1, 2018 - June 30, 2019 | course data and evaluations; TBD 72018 May 1, 2018 July 31, 2018 r 1, 2018 – June 30, 2019 |

*Dates adjusted due to procurement delays and Hurricane Harvey recovery.

OUTCOME 2: Increase community engagement and resource awareness to counter violent extremism through participation in scenariodriven workshops and events and resource awareness.

Mid-Term Outcome 2.3: Enhance educational opportunities for youth specific to countering violent extremism in the Houston Urban Area Mid-Term Outcome 2.2: Increase access and knowledge of support resources and services to parents with at-risk youth Mid-Term Outcome 2.1: Increase public engagement through implementation of comprehensive communications plan

OUTCOME 2 IMPLEMENTATION PLAN

| OCICOME & IMI DEMENTATION I FROM | T TOTAL | | ** | |
|--|--|-------------------|-----------------------|--|
| Activity | Inputs/Resources | Time Frame | Anticipated Outputs | Complete for Progress Reporting |
| | | | | Carro to day and the formation of |
| Identify engagement opportunities | Staff and vendor | January May | Engagement roster of | List of opportunities, when identified |
| through existing youth and parent | support, technology, | September 1, | agencies and groups | through the community outreach efforts, is |
| programs and partnerships. | Steering Committee | 2018 - June | | being complied for future use. |
| | time and effort | 30, 2018 | | |
| | | July 31, 2019* | | |
| Develop evaluation survey for | Staff and vendor | May | 2 survey instruments | Initial work has started on survey |
| curriculum and trainer/facilitator | support, technology, | September 1, | | instruments. |
| | Steering Committee | 2018-August | | |
| • | time and effort | December | | |
| | | 31, 2018 | | |
| | | January 31, | | |
| | | 5019 | | |
| | | April 1, 2019 | | - |
| Conduct pilot workshop for youth | Staff and vendor | July October | Workshop materials; | No progress as of this report. |
| program, matching appropriate trainer | support, technology, | 1,2018- | workshop outcomes and | |
| w/ appropriate group | supplies | August | evaluations (1 | |
| | | December | workshop) | |
| | , | 31, 2018 | | |
| | | March 31, | | |
| and the state of t | | 2019 | | |
| Conduct pilot workshop for parents | Staff and vendor | July October | Workshop materials, | No progress as of this report. |
| program, matching appropriate trainer | support, technology, | 1,2018- | workshop outcomes and | |
| w/ appropriate group | supplies | August | evaluations (1 | - |
| | | December | workshop) | |
| | | 31,2018 | | |
| | | March 31, | | |
| Revise/adjust programs to account for | Staff and vendor | September 1, | Enhanced curriculum | No progress as of this report. |
| | ************************************** | | | |

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| Activity pilot feedback | Inputs/Resources support, technology, | Time Frame 2018— | Anticipated Outputs | Progress Reporting (Complete for Progress Report Only) |
|--|--|---|---|--|
| | supplies | October 31, 2018 January 1, 2019— | | |
| | | February 28, 2019 April 30, 2019 | | , |
| Conduct workshops in region, matching appropriate trainer w/ appropriate group | Staff and vendor support, technology, supplies | November 1, 2018—July 31,2019 March 1, 2019 – July 31,2019 | Workshop materials; workshop outcomes and evaluations (12-6 workshops) | No progress as of this report. |
| | | | | |
| The state of the s | | | | |

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OUTCOME 2 EVALUATION PLAN

| Outcome Indicator(s) | Data Collection Method and Timeframe | Evaluation Results (Complete for Progress Report Only) |
|---|---|--|
| % increase in score from pre-test to post-test in workshops | Test results – review by trainer at the beginning and end of each workshop and monthly consolidated through the program | TBD |
| % of workshop reviews that are positive (avg 4/5 out of 5) | Summary survey of workshop (both at the end of each workshop and consolidated monthly across the program) | TBD |
| % of trainer/facilitator reviews that are positive (avg 4/5 out of 5) | Summary survey of (both at the end of each workshop and consolidated monthly across the program) | |
| # of social media engagement (likes, retweets, impressions) | Tallied from social media sources (e.g., Twitter, Facebook), measured monthly throughout program performance period | TBD |

*Dates adjusted due to procurement delays and Hurricane Harvey recovery.

APPENDIX A: RISK MANAGEMENT PLAN

objectives, primarily those originating externally and that are outside of the organization's control. Risks could include, but are not limited to: economic, social, or political changes; changes to planned partnerships; legal or compliance changes; or other risks unique to this project. Use the chart below to identify these risks; add additional rows if necessary. The following risk assessment chart is designed to assist in the identification of potential occurrences that would impact achieving project

| Risk Identified | Likelihood of Risk Occurring (low/medium/high) | Risk Analysis (brief assessment of the impact the identified risk could/would have on the project) | Risk Management Plan (plan to minimize the impact that the risk presents to the project and adjustments to be made if the risk transpires) |
|--|--|---|---|
| Negative public perception of the Houston CVE Training and Engagement Initiative | Medium | Negative public perception could reduce participation in all phases of the program, reducing the number of trainers and program participants. | Conduct media campaign; get ahead of the message. Respond swiftly and effectively to media inquiries regarding the program. |
| City of Houston procurement delays in selecting vendor | Medium | Procurement policies in Strategic Purchasing can result in startup delays. DHS and City Officials recommended that the City proceed with a competitive bid process in the fall of 2017. The City's procurement process is lengthy, and from the time a scope of work is developed until a contract is awarded can take 9 months or more. | - Request expedited processing of purchasing requests due to the limited performance period of this grant. |
| i | , | Contract negotiations required additional time with procurement staff, and procurement was delayed another 3 months. | |
| Significant disaster impacts region, shifting focus from project to disaster response and recovery | Medium | A disaster in the Greater Houston region could result in reduced support for the program from participants and Steering Committee members. | Include partners who do not have emergency roles as back-ups on the Steering Committee for those who do. As a last resort, request an extension if project risk cannot be mitigated. |

Notes:

The City of Houston has requested DHS consider a 6-month extension to this award, given the impacts of Hurricane Harvey, and the recommendation to competitively procure professional services – a lengthy process in the City of Houston.



